
INJTRAK Database

User's Guide



This manual was produced for use with the INJTRAK Database

INJTRAK User's Guide

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Welcome

General Information

The purpose of the Injury Tracking Database (INJTRAK) is to provide a means to establish accurate recordkeeping, which is essential to the Navy Occupational Safety and Health (NAVOSH) program. Accurate records are necessary to establish trends, to conduct analyses, and to assess the effectiveness of the overall NAVOSH program. Certain records are necessary to comply with Department of Labor (DOL) Federal agency recordkeeping and reporting requirements.

All Navy commands, offices and activities employing civilian personnel (Navy Federal civilians, Navy non-appropriated fund (NAF) civilians, and Navy foreign national civilians) and all shore activities with on-duty military personnel having a UIC are required to maintain a record of occupational injuries and illnesses. The INJTRAK database can be used for this purpose. (OPNAVINST5100.23E, 1409)

Using INJTRAK Help

Help within the INJTRAK Database

To view the contents of the INJTRAK User's Guide Help, click the **Contents** button near the top of the **INJTRAK User's Guide** window.

The INJTRAK User's Guide Help system is designed to assist you in entering data, reporting data, and analyzing data within the INJTRAK Database. The INJTRAK User's Guide Help system can be accessed by pressing the **INJTRAK Help** button located on the **Microsoft Access** toolbar. **Context sensitive** help can be accessed throughout the **INJTRAK Database** by pressing the function **F1** key. The function **F1** key when depressed will open specific field level and navigational help throughout the INJTRAK Database.

INJTRAK Help System

The **Contents** window contains tabs that allow you to **view/locate** help for the INJTRAK Database. The tabs on the INJTRAK User's Guide window are:

Contents tab: Access the contents of the INJTRAK User's Guide.

Index tab: Type the first few letters of the word you are looking for.

Find tab: Find specific words and phrases for help topics.

While the tabs located on the INJTRAK User's Guide help window will allow you to easily locate the area for which you need help, the help system also incorporates the use of Hotspot Graphics. The **INJTRAK Main Menu** contains hotspot graphics that will display procedural help when a button is clicked.

Getting Started with the INJTRAK Database

All About the INJTRAK Database

The **INJTRAK Database** is a database designed in Microsoft Access. The purpose of this database is to track occupational injuries/illnesses and associated mishap

investigations. The data collected can then be used for statistical analysis and for reporting purposes.

This database was created to store specific information about occupational mishaps and will serve as the Log of Occupational Injuries and Illnesses. The information stored in the database is to be used for the sole purpose of Mishap Prevention.

The INJTRAK database input mechanisms are the **Short Form** and **Long Form**. These forms allow INJTRAK users to enter mishaps into the INJTRAK database in order to produce injury/illness logs (see, **Entering Injury/Illness Information**), develop/produce reports (see, **Generating INJTRAK Reports**) and analyze injury/illness mishaps (see, **Analyzing Injury/Illness Data**) that will allow activities to share their analysis as a means to develop a safe working environment.

If a question arises concerning the structure or inner workings of **INJTRAK**, please contact the Naval Safety Center (see, **Obtaining Technical Support**).

Required Software Components

The following MS Office 2000 components must be installed:

Microsoft Access

- Microsoft Access 2000 Program Files (Full Install)
- Help Topics
- Wizards
- Advanced Wizards
- Microsoft Query
- Data Access Objects for Visual Basic
- Microsoft Excel 2000

Installing the INJTRAK Database

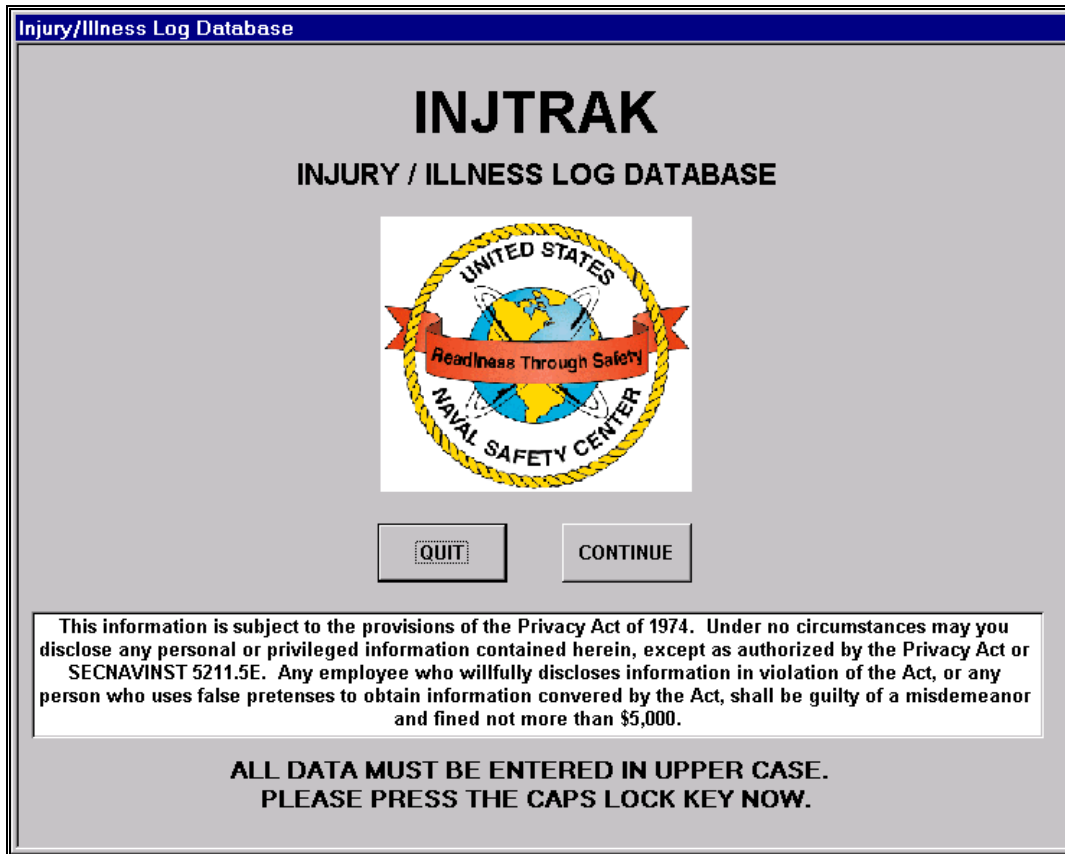
The INJTRAK Database can easily be installed by logging into the Naval Safety Centers web site at

<http://www.safetycenter.navy.mil/ashore/occupational-safety/injtrak/injtrak.htm>

Locate the **INJTRAK Database for Access 2000 Users** link to download and save the **injtrak** files to your computer.

1. Make a folder called INJTRAK before downloading the program.
2. Once the files have been saved to your computer, locate and launch the **injtrak_v3_2.mdb** to start the **INJTRAK Database** program.

The **Injury/Illness Log Database** screen appears.



This screen serves as a warning. Unauthorized people should not use this database due to privacy act issues.

3. If you are authorized to use the database, click **OK**. If not, click **QUIT**.
4. The **INTRAK Main Menu** screen appears.

The INJTRAK Main Menu Attributes

It is through **INJTRAK's Main Menu** that you will be able to access the capabilities of the INJTRAK database. For detailed information on the areas within the **INJTRAK Main Menu** please see their related Help sections (see, **Welcome: Using INJTRAK Help**).

MAIN MENU			QUIT
LOG DATA	REPORTS	LOGS	
ENTER NEW RECORDS	CO REVIEW CASES	CIVILIAN LOG	
VIEW / MODIFY RECORDS	ANNUAL SUMMARY	MILITARY ON-DUTY	
SEARCH FOR SPECIFIC RECORDS		MILITARY OFF-DUTY	
VIEW OPEN INVESTIGATIONS			
SETUP	EXPORT DATA	UTILITIES	
SET DEFAULT VALUES	DATA DUMP FOR NSC	BACKUP INJ/ILL DATA	
EDIT PULL DOWN LISTS	DATA DUMP TO EXCEL	RESTORE INJ/ILL DATA	
IMPORT DATA FROM INJ97.MDB	CO REVIEW CASES DATA DUMP TO EXCEL	IMPORT NSC DATA	
PRESS THE F1 KEY FOR CONTEXT SENSITIVE HELP			

Customizing the INJTRAK Database

Modifying the Database

The INJTRAK Database can be customized, but the Naval Safety Center does not recommend it. The existing table and field definitions should not be modified in any way. Any fields added to the database should not be included in existing tables. Only the contents of the Shop, Source, Project, Location, and Inspectors tables should be modified (see, **Setting Up the INJTRAK Database: Editing the Edit Pull Down Lists**).

If you choose to modify the database, please coordinate the effort with your computer support department. Make a backup copy of your existing database before making any modifications.

Note: New releases of INJTRAK will accommodate only the original structure of Inj2000.

Setting Up the INJTRAK Database

Importing Data from Inj97 (Inj97.mdb)

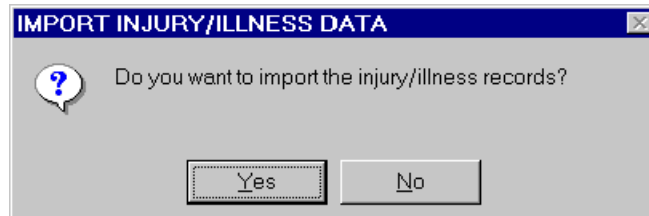
If you have used Inj97, the previous version of the INJTRAK database, then follow the procedure below to import your existing data into the new version of the software. If you are a first time user to INJTRAK or do not need to import your existing data, go to **Setting Default Values**.

Note: Before using the new version of the INJTRAK database, data from the old version should be copied into the new version. Although this step is not mandatory, it enables the user to access previously entered data.

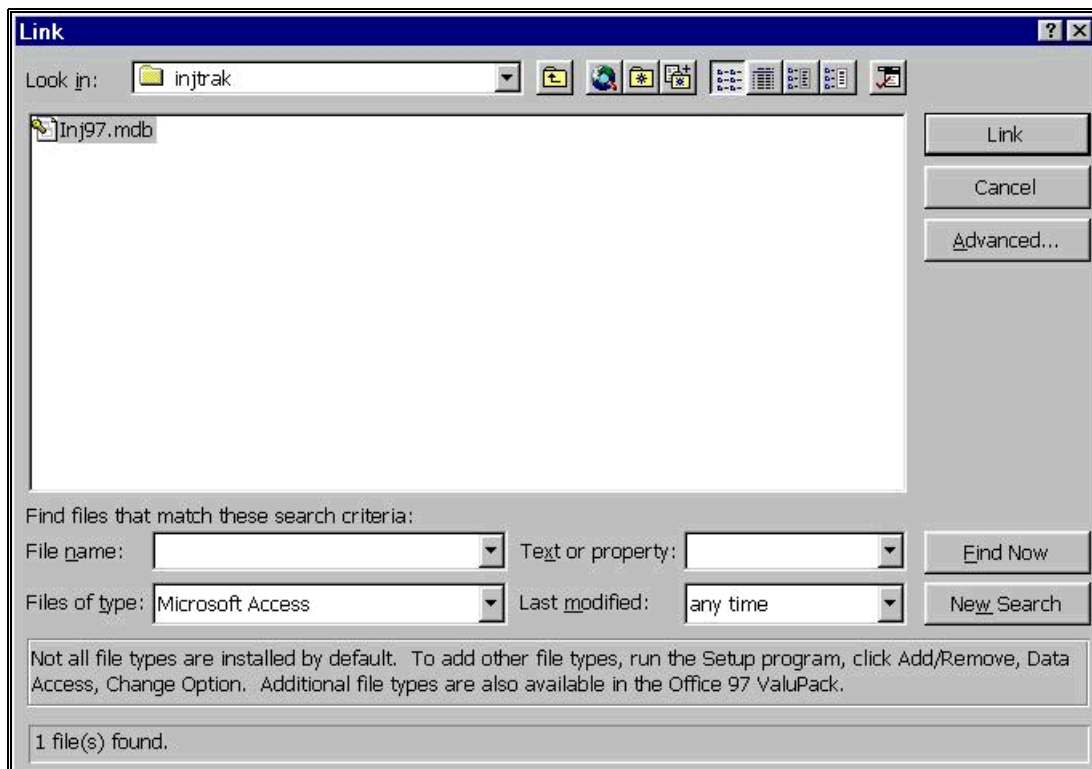
1. Make sure you know the exact location of the **Inj97** database (filename is Inj97.mdb) that contains your past data.
2. Click the **Import Data from INJ97.MDB** button.



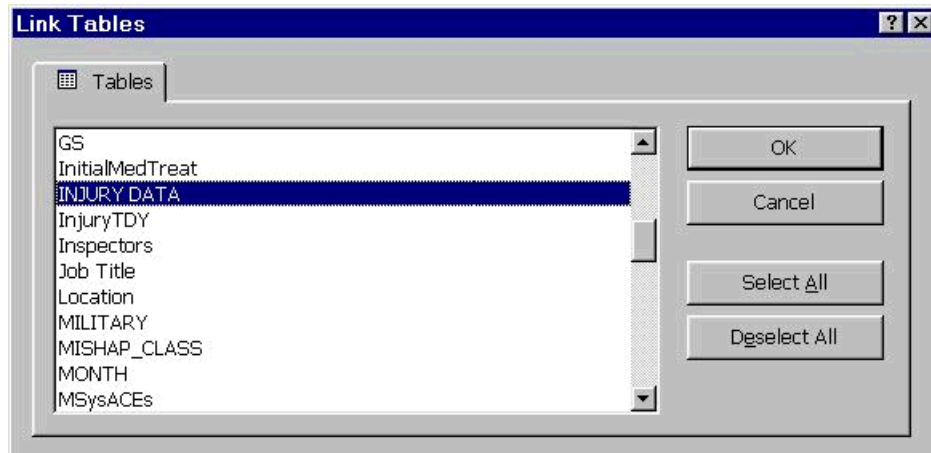
3. The **Import Injury/Illness Data** window appears. Click **Yes** to import the injury/illness records from Inj97. Click **No** and skip to **Step 7** if you do not want to import the injury/illness records.



The **Link** window appears. Locate your existing INJTRAK database (*Inj97.mdb*).



4. Highlight the existing **INJTRAK** database file and then click the **Link** button. The **Link Tables** window appears.



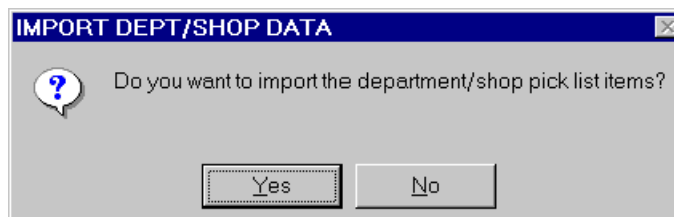
5. Highlight the name of the table where the data resides, **INJURY DATA**, click **OK**.
6. The **Import Injury/Illness Data** window appears, click **OK**.



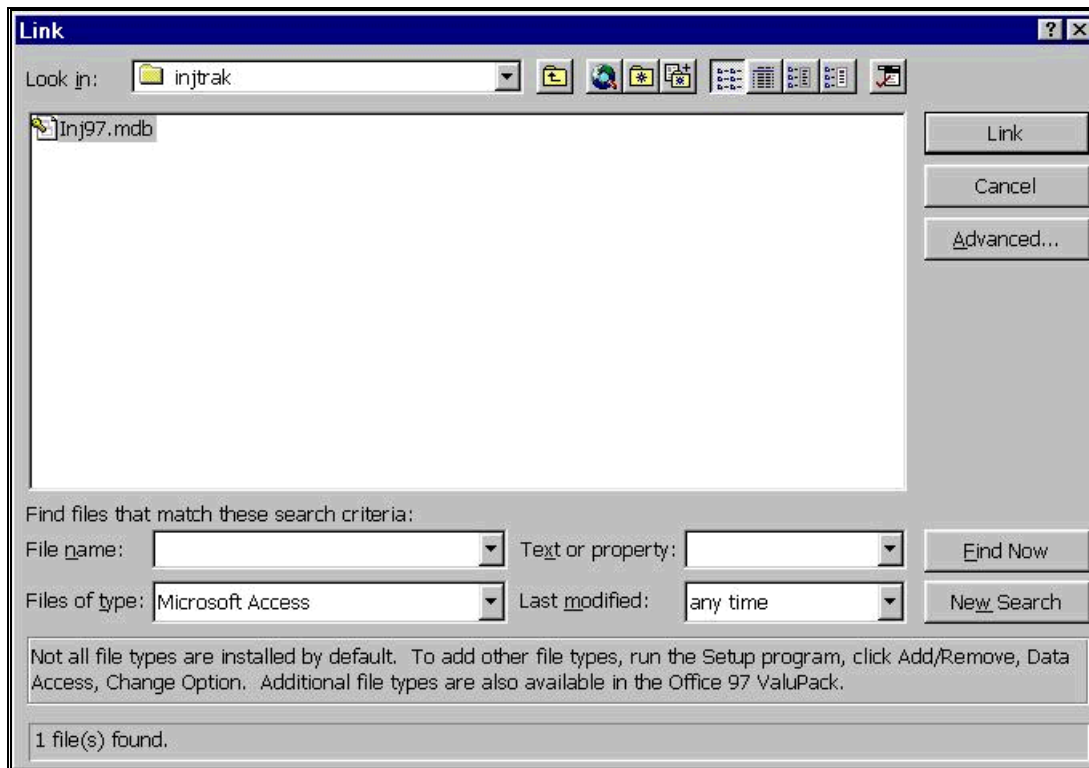
The message box displays the number of injury/illness records that were imported and the number of injury/illness records currently contained in the database. The number of records imported should match the total number of injury/illness records if no records have been entered into the database before performing this import. Otherwise, the two numbers will not match.

Note: Data is appended to the Inj2000 database. Each record must have a unique case number or the import injury/illness data process will give an error message. Records that do not have a unique case number WILL NOT be imported.

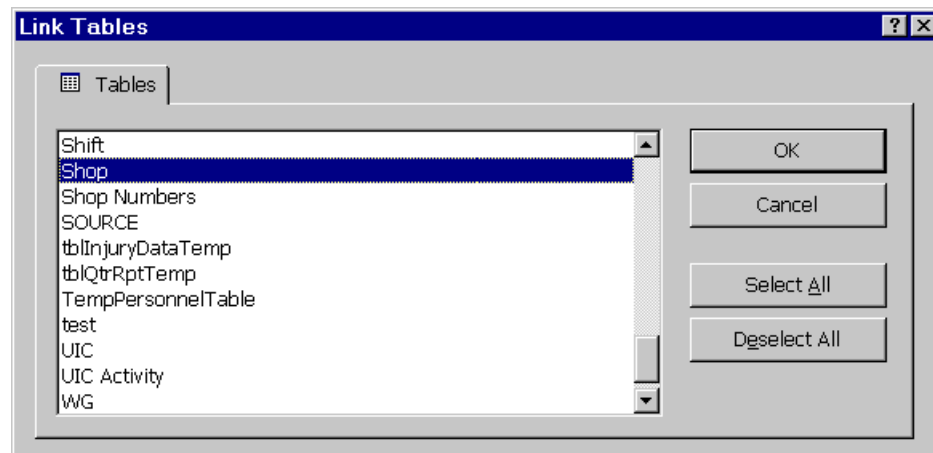
7. The **Import Dept/Shop Data** window appears. Click **Yes** to import the department/shop pick list items from Inj97. Click **No** and skip to **Step 11** if you do not want to import the department/shop pick list items.



The **Link** window appears. Locate your existing INJTRAK database (*Inj97.mdb*).



8. Highlight the existing **INJTRAK** database file and then click the **Link** button. The following **Link Tables** window will appear:

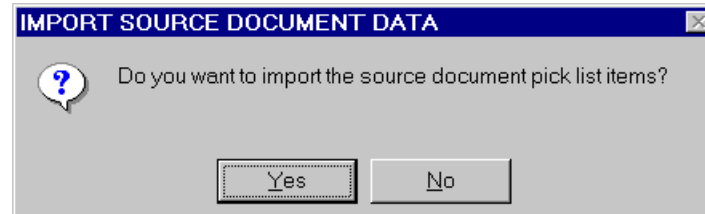


9. Highlight the name of the table where the data resides, **SHOP**, click **OK**.
10. The **Import Dept/Shop Data** window appears, click **OK**.

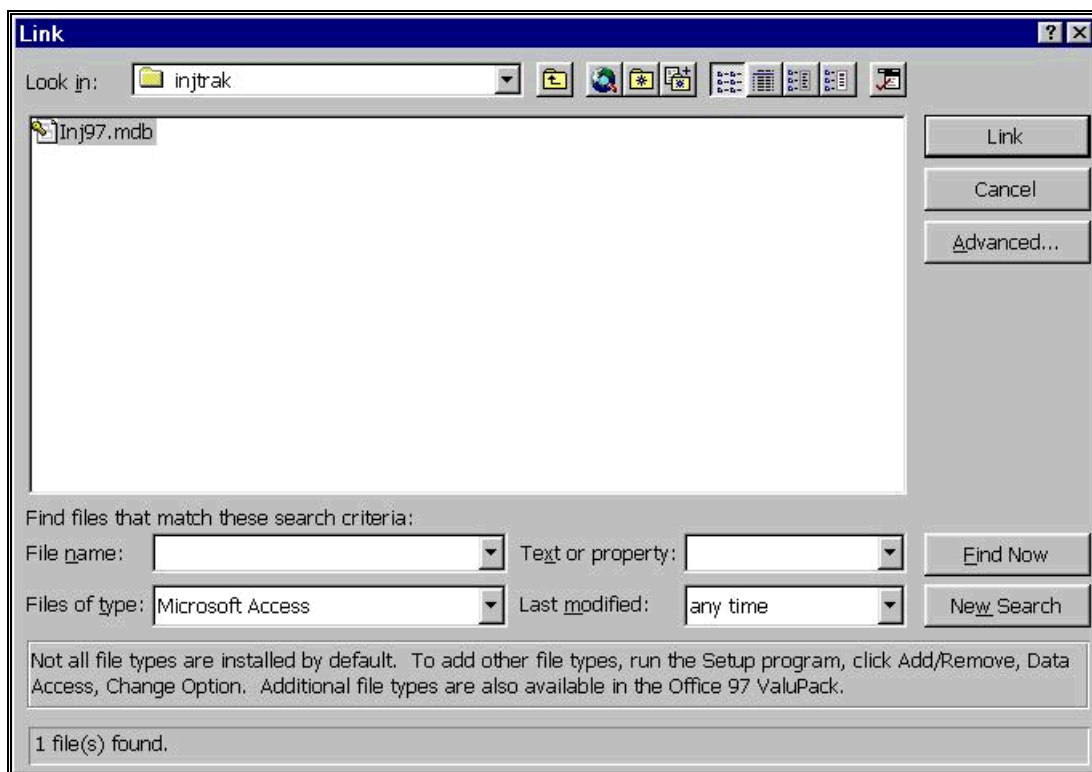


The message box displays the number of dept/shop pick list items that were imported and the number of dept/shop pick list items currently contained in the database.

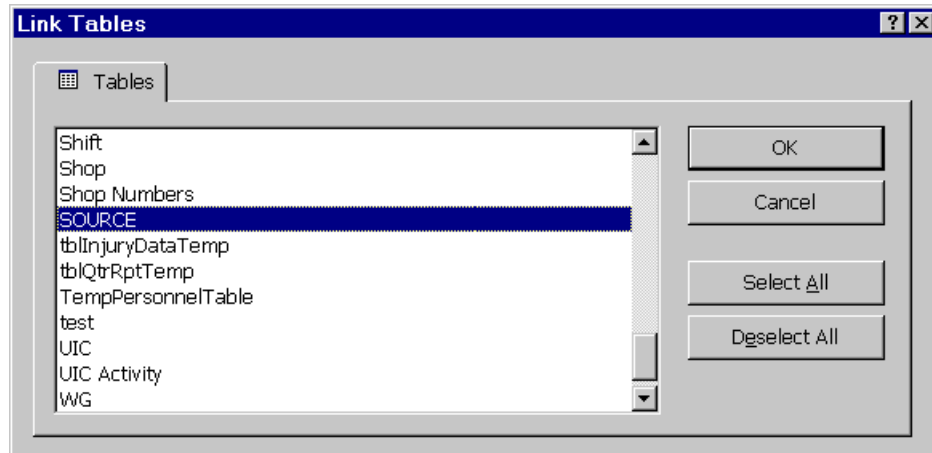
11. The **Import Source Document Data** window appears. Click **Yes** to import the source document pick list items from Inj97. Click **No** and skip to **Step 15** if you do not want to import the source document pick list items.



The **Link** window appears. Locate your existing INJTRAK database (*Inj97.mdb*).

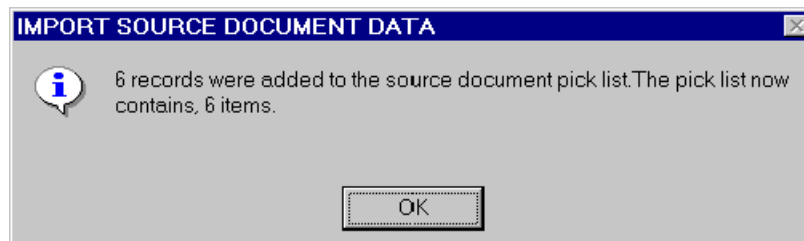


12. Highlight the existing **INJTRAK** database file and then click the **Link** button. The following **Link Tables** window will appear:



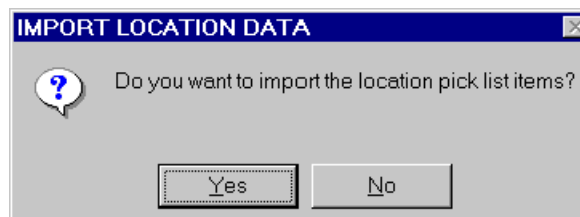
13. Highlight the name of the table where the data resides, **SOURCE**, click **OK**.

14. The Import Source Document Data window appears, click OK.

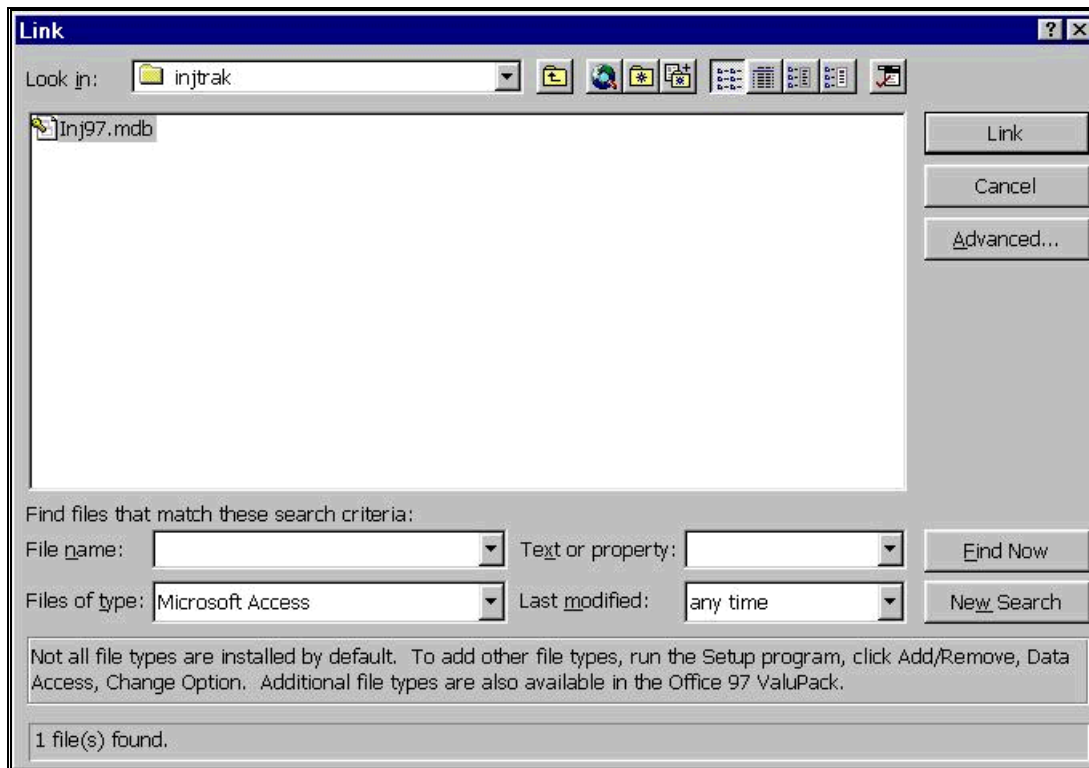


The message box displays the number of source document pick list items that were imported and the number of source document pick list items currently contained in the database.

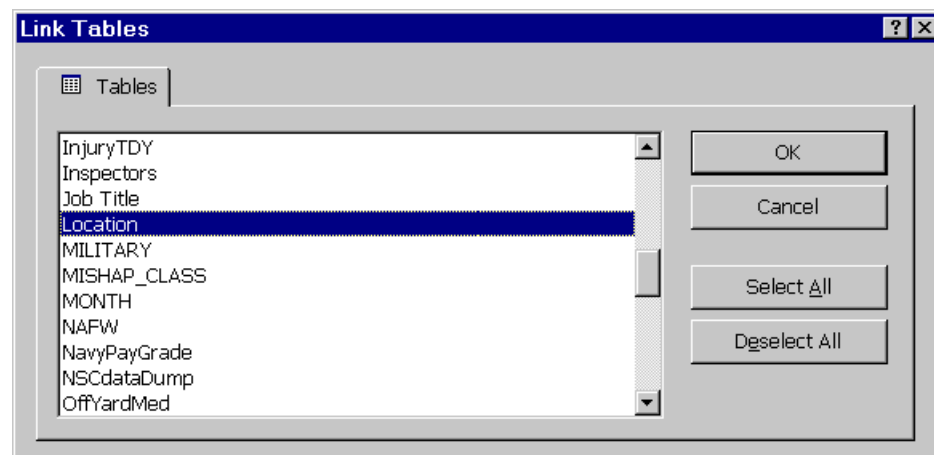
15. The **Import Location Data** window appears. Click **Yes** to import the location pick list items from Inj97. Click **No** and skip to **Step 19** if you do not want to import the location pick list items.



The **Link** window appears. Locate your existing INJTRAK database (*Inj97.mdb*).



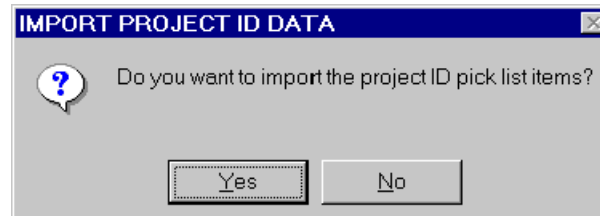
16. Highlight the existing **INJTRAK** database file and then click the **Link** button. The following **Link Tables** window will appear:



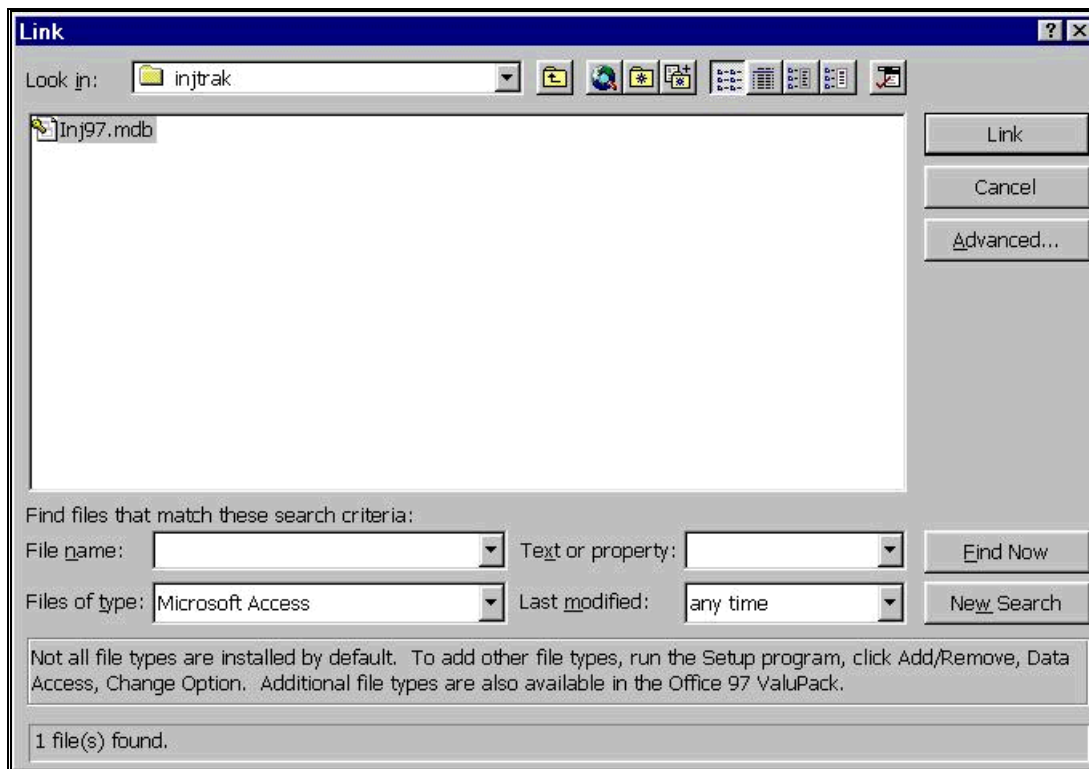
17. Highlight the name of the table where the data resides, **Location**, click **OK**.
18. The **Import Location Data** window appears, click **OK**.



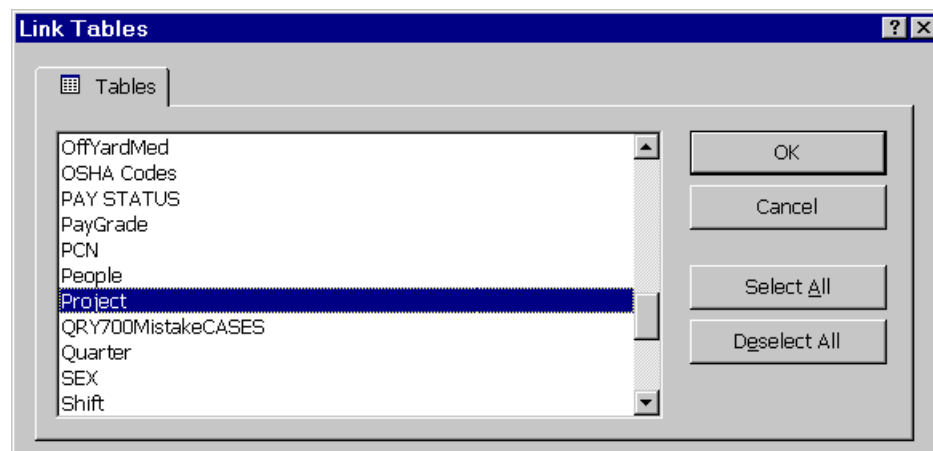
19. The **Import Project ID Data** window appears. Click **Yes** to import the project id pick list items from Inj97. Click **No** and skip to **Step 23** if you do not want to import the project id pick list items.



The **Link** window appears. Locate your existing INJTRAK database (*Inj97.mdb*).

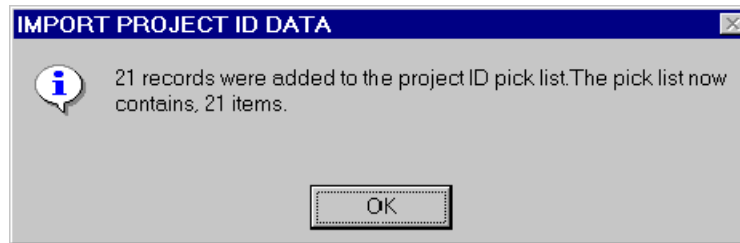


20. Highlight the existing **INJTRAK** database file and then click the **Link** button.
The following **Link Tables** window will appear:



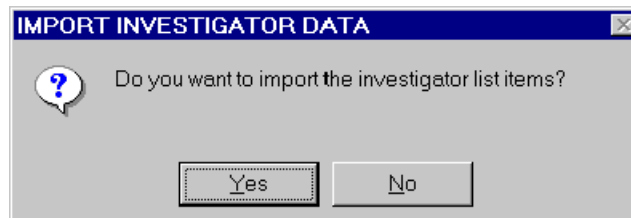
21. Highlight the name of the table where the data resides, **Project**, click **OK**.

22. The **Import Project ID Data** window appears, click **OK**.

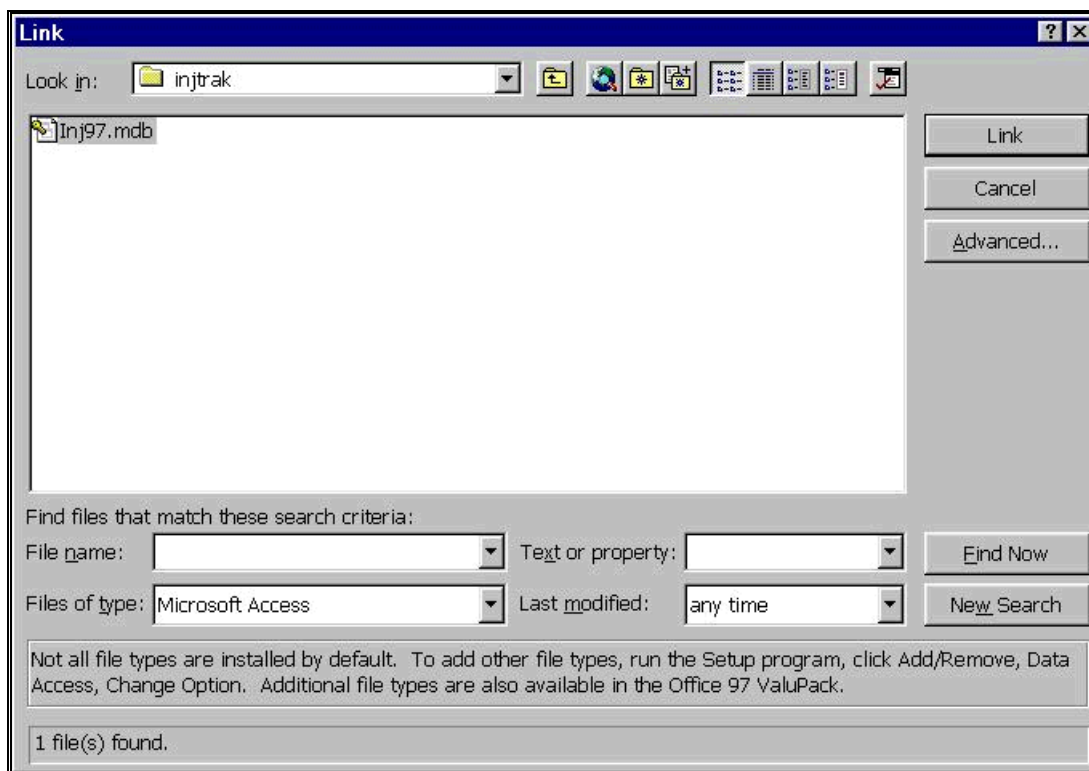


The message box displays the number of project ID pick list items that were imported and the number of project ID pick list items currently contained in the database.

23. The **Import Investigator Data** window appears. Click **Yes** to import the investigator pick list items from Inj97. Click **No** and skip to **Step 27** if you do not want to import the investigator pick list items.

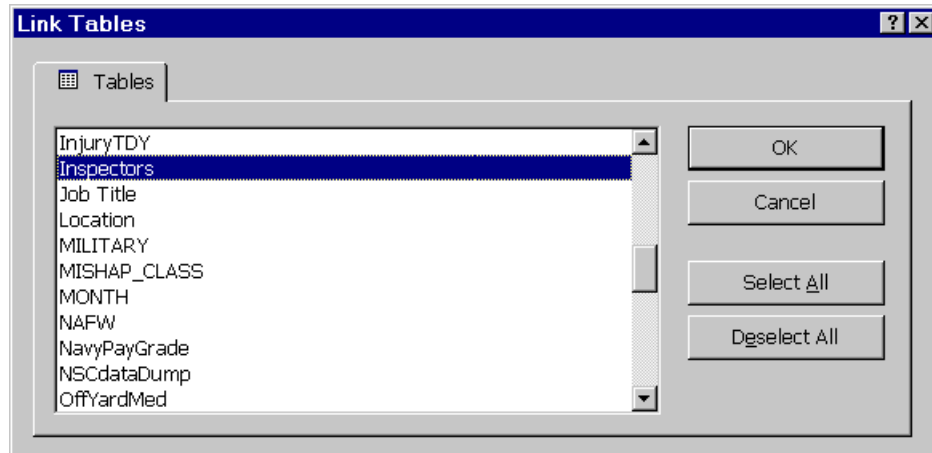


The **Link** window appears. Locate your existing INJTRAK database (*Inj97.mdb*).



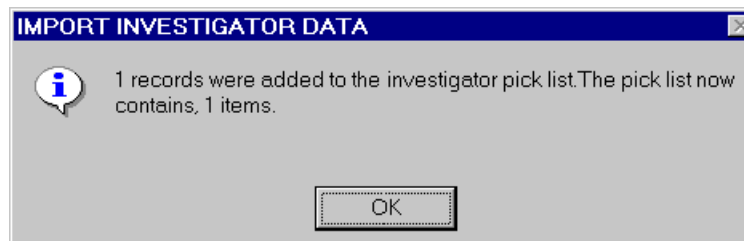
24. Highlight the existing **INJTRAK database** file and then click the **Link** button.

The following **Link Tables** window will appear:



25. Highlight the name of the table where the data resides, **Inspectors**, click **OK**.

26. The **Import Investigator Data** window appears, click **OK**.



The message box displays the number of investigator pick list items that were imported and the number of investigator pick list items currently contained in the database.

Important: You cannot use this button to import any other data into the INJTRAK database. This button is programmed specifically to import the above tables and will not correctly import other tables.

27. Your data has been added to Inj2000.

Setting Default Values

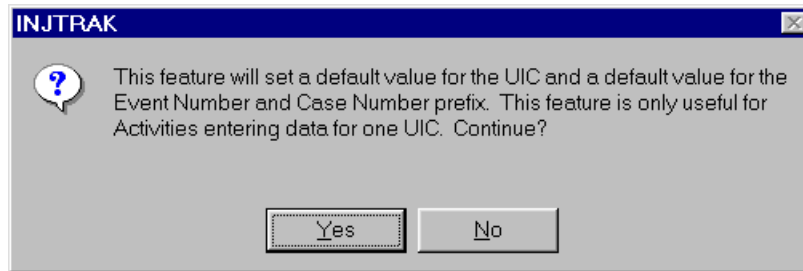
The **Set Default Values** button, which is accessed from the **INJTRAK Main Menu**, will set a default value for the **Unit Identification Code (UIC)** and a default value for the **Event Number** and **Case Number** prefix to reduce data entry time. This feature is only beneficial for activities entering data for one UIC.

Entering Default Values

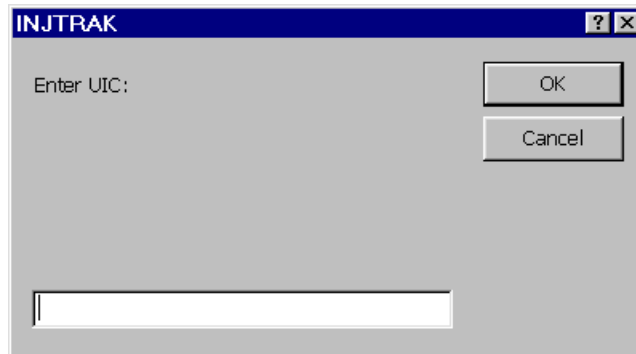
1. From the **INJTRAK Main Menu** click the **Set Default Values** button.



A message box appears.



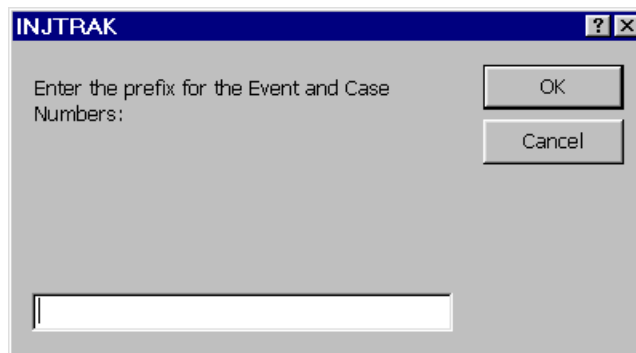
2. Click **Yes** to continue.
3. The **Enter UIC** window appears.



4. Enter a valid **UIC (five digits)**, click **OK**.

Note: If an invalid UIC is entered, a message box will appear prompting you to contact the Naval Safety Center. This message will not halt the program.

The **Event and Case Number** prefix window appears.



The **Event/Case** number prefix consists of possibly an alpha character and a UIC. (i.e., A00123)

Note: When more than one activity reports under the same UIC, the regional office shall assign an alpha character to each activity under their cognizance. Place the character in front of the UIC for each EVENT and CASE Number. For example:

Region X = 00123

Activity #1 is assigned "A", record as A00123

Activity #2 is assigned "B", record as B00123

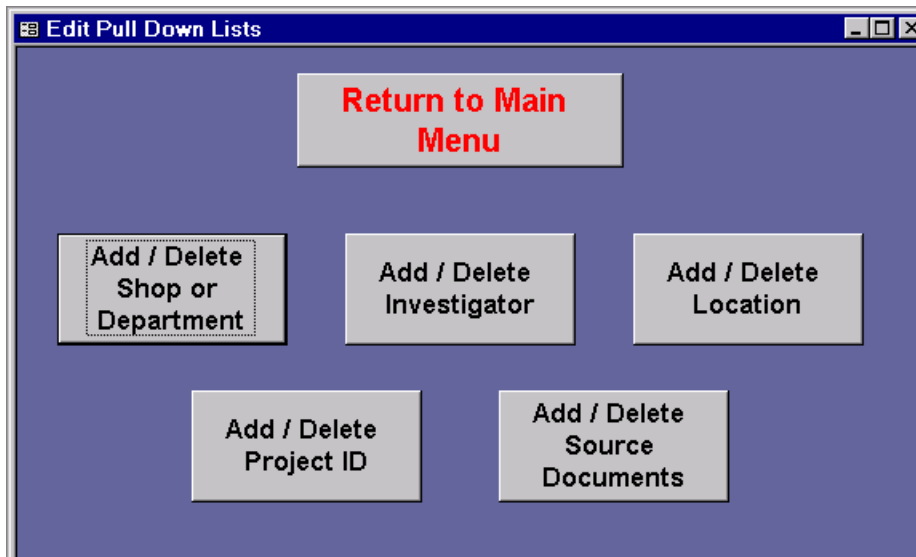
5. Enter the **Event/Case Number** prefix, click **OK**.

Editing the Edit Pull Down Lists

Editing the Edit Pull Down Lists from the Main Menu

The **Edit Pull Down Lists** screen is available from the **INJTRAK Main Menu** as seen below and allows you to: **Add/Delete Shop or Department**, **Add/Delete Investigator**, **Add/Delete Location**, **Add/Delete Project ID** and **Add/Delete Source Documents**.

Each of the lists is a Microsoft Access table, and the process for updating these lists is the same. Therefore, only the **Add/Delete Source Document** list will be explained.



Add Source Document

1. From the **INJTRAK Main Menu** click the **Edit Pull Down Lists** button.



2. Click the **Add/Delete Source Documents** button.



The source table for this list is visible as below.

SOURCE SYMBOL
CA-1
CA-2
CA-6
COP
LS-202
SUPV RPT
▶


3. The cursor automatically goes to the next available row.
4. Type in the Source Document code and press the **Enter** or **Tab** key.

5. The Source Document entered is now available from the **Source Document** pick list within the Short and Long Forms.

Note: A bug has been identified in Access. Sometimes the item entered will not show up in the pick list until you exit and **restart** the **INJTRAK database**.

Delete Source Document

1. From the **INJTRAK Main Menu** click the **Edit Pull Down Lists** button.

A rectangular button with a grey gradient background and a black border. The text "EDIT PULL DOWN LISTS" is centered in a bold, black, sans-serif font.

2. Click the **Add/Delete Source Documents** button.

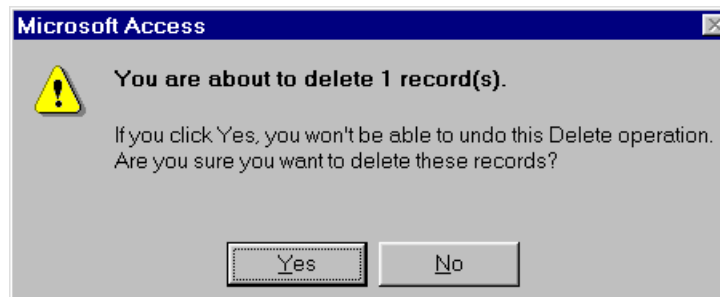
A rectangular button with a grey gradient background and a black border. The text "Add / Delete Source Documents" is centered in a bold, black, sans-serif font, arranged in three lines.

The source table for this list is visible as below.

SOURCE SYMBOL
CA-1
CA-2
CA-6
COP
LS-202
SUPV RPT

3. Highlight the **row/item** and press the **Delete** key.

A message box will appear prompting you to verify the item for deletion.



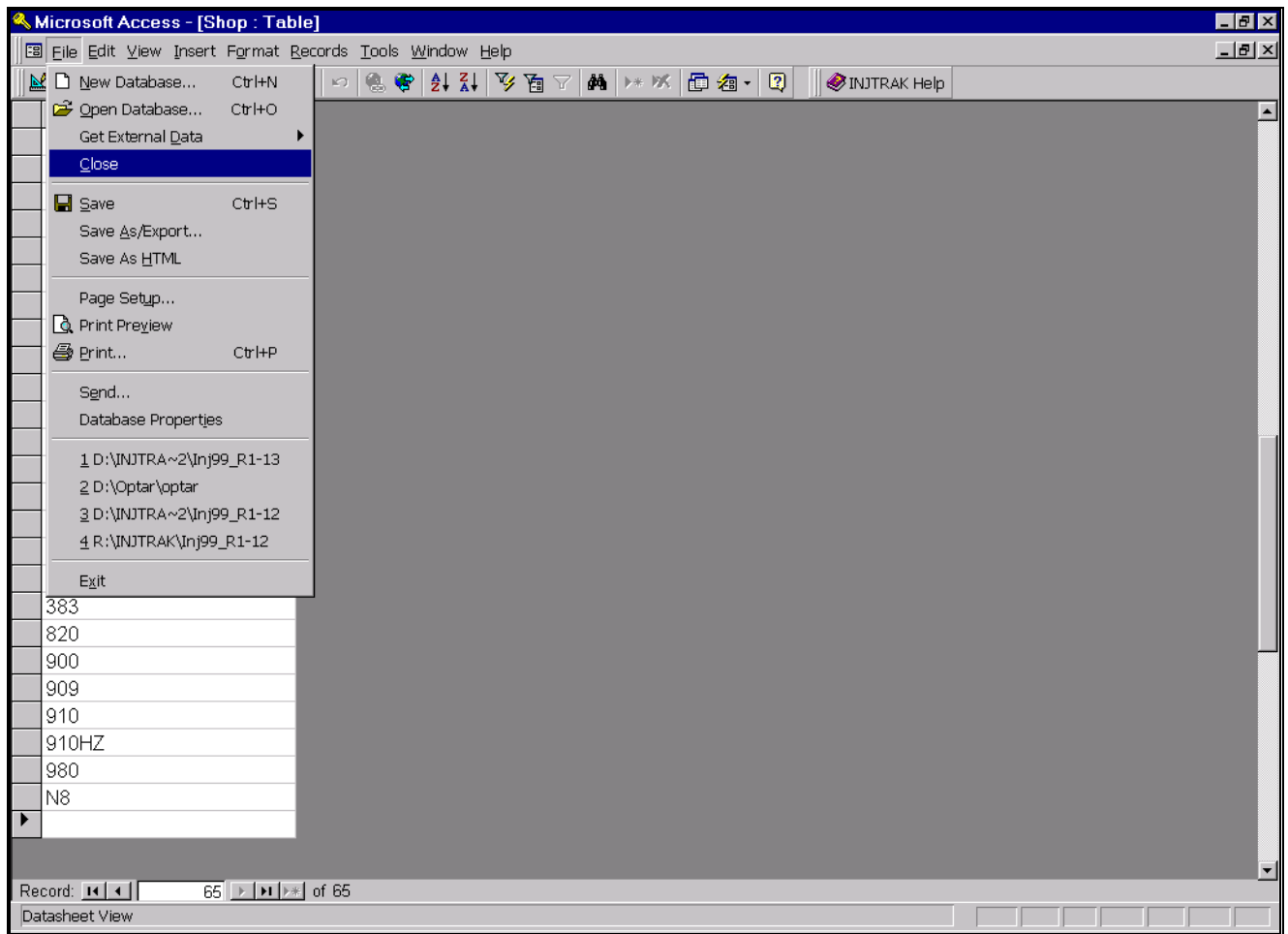
4. Click **Yes** to delete the item. The row/item is removed from the list.

The **Edit Pull Down Lists** forms reveal different lists to be modified depending on where you are when you select **Edit Pull Down Lists** (Main Menu, Short Form, or Long Form). Lists not referenced on one of these forms should NOT be modified without the consent of the Naval Safety Center.

Close Table and Return to Edit Pull Down Lists Menu

1. Select **File, Close** from the **Microsoft Access** toolbar,

OR



Click the "X" in the upper right-hand corner of the screen. Be careful not to close Access by mistake.

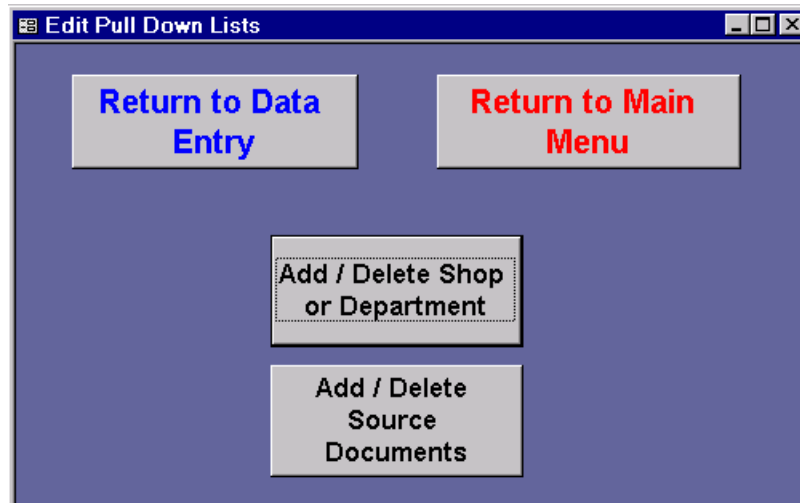
Close the Edit Pull Down Lists Menu and Return to the Main Menu

Click the **Return to Main Menu** button.

**Return to Main
Menu**

Editing the Edit Pull Down Lists from the Short Form

The **Edit Pull Down Lists** screen is also available from the **Short Form**. The version of the **Edit Pull Down Lists** screen available from the **Short Form** allows you to edit only the lists applicable to the **Short Form**. The screen appears as seen below and allows you to: **Add/Delete Shop or Department** and **Add/Delete Source Documents**.



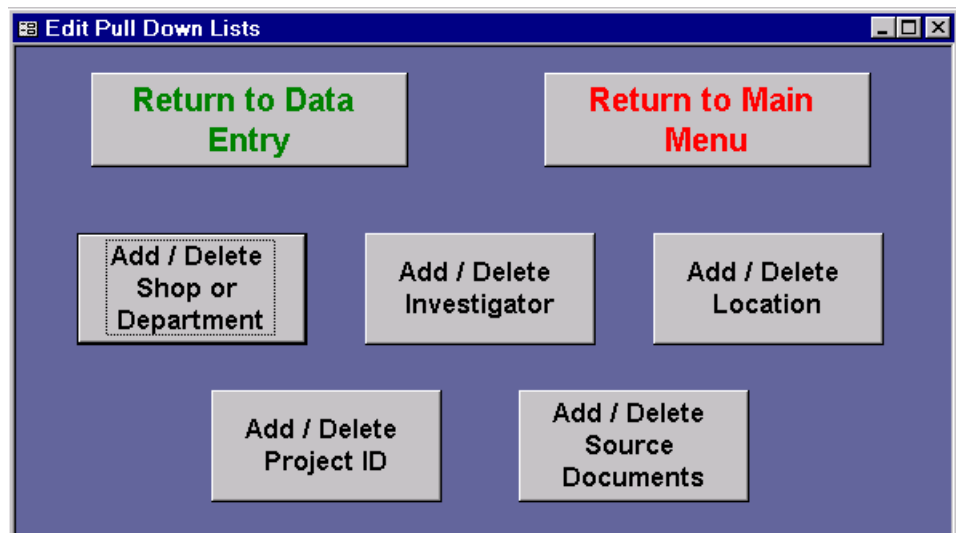
Click the **Return to Data Entry** button to return to the **Short Form** where you left off.



See, **Customizing the INJTRAK Database: Editing the Pull Down Lists, Editing the Pull Down Lists from the Main Menu** for specific instructions on how to add items, to delete items, to close the table and return to **Edit Pull Down Lists** screen, and to close the **Edit Pull Down Lists** screen and return to the **Main Menu**.

Editing the Edit Pull Down Lists from the Long Form

The **Edit Pull Down Lists** screen is also available from the **Long Form**. The screen appears as seen below and allows you to: **Add/Delete Shop or Department, Add/Delete Investigator, Add/Delete Location, Add/Delete Project ID** and **Add/Delete Source Documents**.



Click the **Return to Data Entry** button to return to the **Long Form** where you left off.

Return to Data Entry

See, **Customizing the INJTRAK Database: Editing the Pull Down Lists, Editing the Pull Down Lists from the Main Menu** for specific instructions on how to add items, to delete items, to close the table and return to **Edit Pull Down Lists** screen, and to close the **Edit Pull Down Lists** screen and return to the **Main Menu**.

Entering Injury/Illness Information

Entering/Editing/Searching Records within the Short Form (Occupational Injury/Illness Log)

Caps Lock must be on during data entry. All fields denoted in Yellow meet logging requirements. After entering the data required for a specific field, use the **Tab Key** to advance to the next field. Some fields require information to be selected from a pick list; these fields are denoted by a ▼ to the right of the list box. Information input into this form is subject to the Privacy Act of 1974.

Entering a New Record: The Short Form

1. From the **INJTRAK Main Menu** click the **Enter New Records** button.

A rectangular button with a dashed border and the text "ENTER NEW RECORDS" in all caps.

2. The **Enter New Records** window appears.



3. Click the **Short Form** button.


A rectangular button with a dashed border and the text "Short Form" in all caps.

The **Short Form** appears.

NAVY OCCUPATIONAL INJURIES AND ILLNESSES LOG									
Return To Main Menu		Print Record		Edit Pull Down Lists		Add Record		Undo Changes	
DATE LOGGED	6/6/00	EVENT NUMBER		CASE NUMBER					
UIC		ECH 2 COMMAND CODE		CIVILIAN / MILITARY	C				
LAST NAME		FIRST NAME		MI					
DATE OF INJURY		TIME (24 HR CLOCK)		DAY OF WEEK					
DOB		AGE		SEX		DEPT/ SHOP			
	GS	WG	NAF	MIL					
JOB TITLE				GRADE / RANK					
OSHA CODE	10	PCN		GEN. LOCATION		PPE WORN?	N		
CASE TYPE		DUTY STATUS	ON DUTY	MISHAP CLASS		CLAIM DENIED/DELETE RECORD			
LOST WORK DAYS	0	DATE OF DEATH, IF APPLICABLE			SOURCE DOC.				
BLS INJURY TYPE		BLS ACCIDENT TYPE		BLS BODY PART		BLS SOURCE			
OCCURRED DURING FORMAL NAVAL TRAINING?				N	IF YES, FORMAL TRAINING COURSE # (CIN)				
WERE CHEMICALS INVOLVED?				N	IF YES, MSDS NUMBER			CLOSE DATE	
NSC REPORT REQUIRED?					IF YES, DATE MISHAP BECAME REPORTABLE			DATE SUBMITTED	
NARRATIVE									
Warning: This information is Subject to the Privacy Act of 1974.									

Note: If default values have been set, the INJTRAK database automatically populates the **Event Number/Case Number Prefix**, **UIC**, and **ECH 2 Command Code** fields.

- Use data from the Source Document (ex. **CA-1**) to complete the fields within the **Short Form**.
- After you have finished entering the data for a record, click **Add Record**. The following window will appear.

INJTRAK	
	The record has been added to the database. Would you like to enter another record?
Yes	No

- To continue to input new records, click **Yes**. To return to the Main Menu, click **No**.

Editing Existing Records: The Short Form

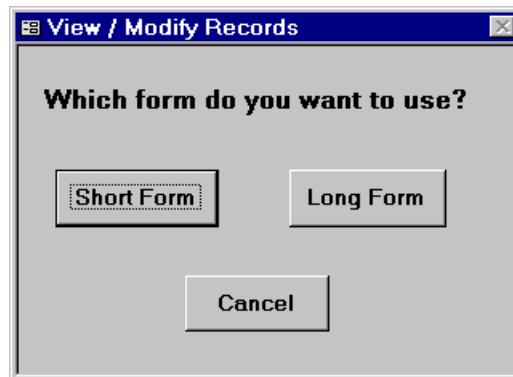
There are two ways to edit an existing record:

From the **INJTRAK Main Menu** select the 1) **View/Modify Records** button, or 2) **Search for Specific Records** button.

- From the **INJTRAK Main Menu** click the **View/Modify Records** button.

VIEW / MODIFY RECORDS

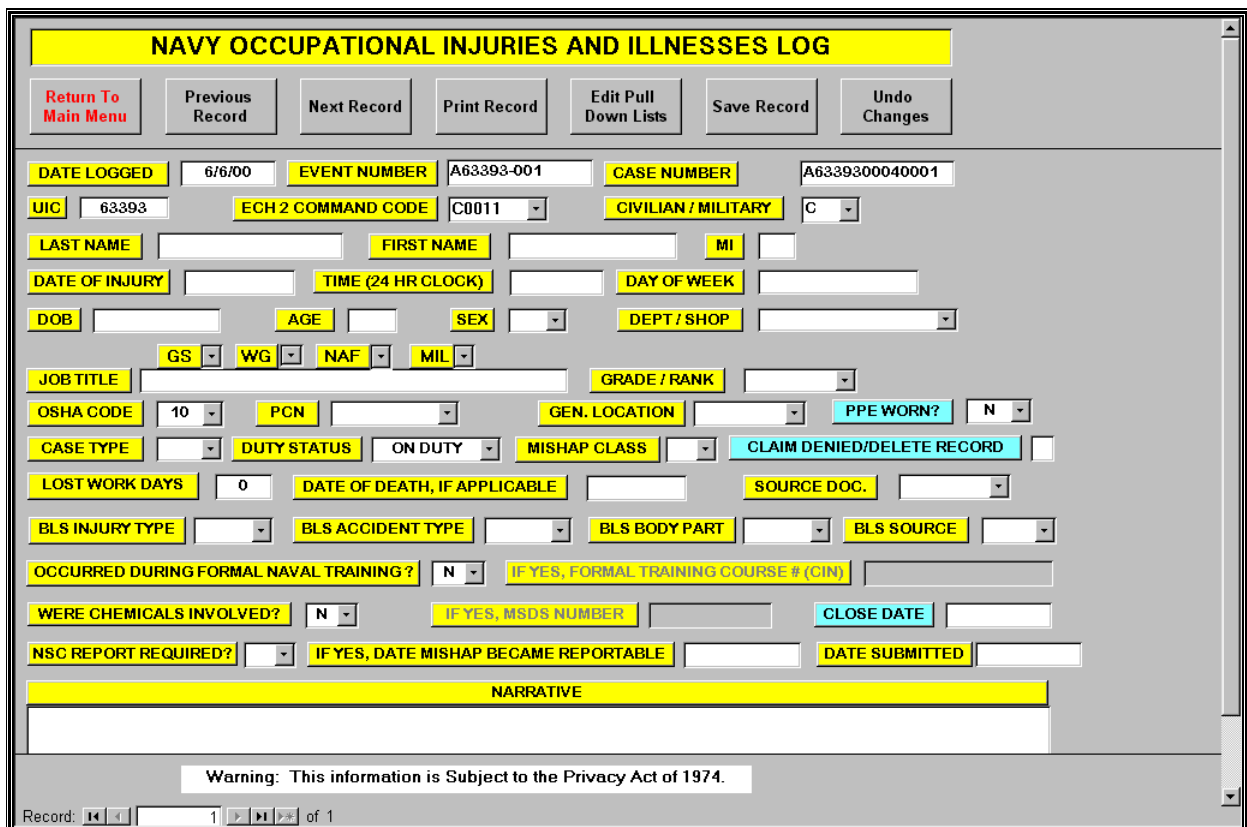
- The **View/Modify Records** window appears.

A dialog box titled "View / Modify Records" with a close button in the top right corner. The main text asks "Which form do you want to use?". Below this text are two buttons: "Short Form" and "Long Form". At the bottom center is a "Cancel" button.

- Click the **Short Form** button.

Short Form

The **Short Form** appears.

A screenshot of the "NAVY OCCUPATIONAL INJURIES AND ILLNESSES LOG" application. The title bar is yellow with the text "NAVY OCCUPATIONAL INJURIES AND ILLNESSES LOG". Below the title bar is a toolbar with buttons: "Return To Main Menu" (red), "Previous Record", "Next Record", "Print Record", "Edit Pull Down Lists", "Save Record", and "Undo Changes". The main form area contains various input fields and dropdown menus. Fields include: "DATE LOGGED" (6/6/00), "EVENT NUMBER" (A63393-001), "CASE NUMBER" (A6339300040001), "UIC" (63393), "ECH 2 COMMAND CODE" (C0011), "CIVILIAN / MILITARY" (C), "LAST NAME", "FIRST NAME", "MI", "DATE OF INJURY", "TIME (24 HR CLOCK)", "DAY OF WEEK", "DOB", "AGE", "SEX", "DEPT / SHOP", "GS", "WG", "NAF", "MIL", "JOB TITLE", "GRADE / RANK", "OSHA CODE" (10), "PCN", "GEN. LOCATION", "PPE WORN?" (N), "CASE TYPE", "DUTY STATUS" (ON DUTY), "MISHAP CLASS", "CLAIM DENIED/DELETE RECORD", "LOST WORK DAYS" (0), "DATE OF DEATH, IF APPLICABLE", "SOURCE DOC.", "BLS INJURY TYPE", "BLS ACCIDENT TYPE", "BLS BODY PART", "BLS SOURCE", "OCCURRED DURING FORMAL NAVAL TRAINING?" (N), "IF YES, FORMAL TRAINING COURSE # (CIN)", "WERE CHEMICALS INVOLVED?" (N), "IF YES, MSDS NUMBER", "CLOSE DATE", "NSC REPORT REQUIRED?", "IF YES, DATE MISHAP BECAME REPORTABLE", "DATE SUBMITTED", and a large "NARRATIVE" text area. At the bottom, there is a warning: "Warning: This information is Subject to the Privacy Act of 1974." and a record navigation bar showing "Record: 1 of 1".

- Use the **Next Record** and **Previous Record** buttons to locate the record to be to edited.
- Edit** the fields as required. Once all edits to that record are complete, click the **Save Record** button to save your changes.

6. You can undo recent changes to any record prior to saving by clicking the **Undo Changes** button. Be careful when using the Undo Changes button. It will remove changes to ALL fields that have been updated since the last save.

Note: The record being displayed is saved automatically when you select **Previous Record** and **Next Record** buttons, as well as when you use the Access record navigation buttons.

Searching for Specific Records: The Short Form

1. From the INJTRAK Main Menu click the **Search for Specific Records** button.



2. The **Search Records** window appears.



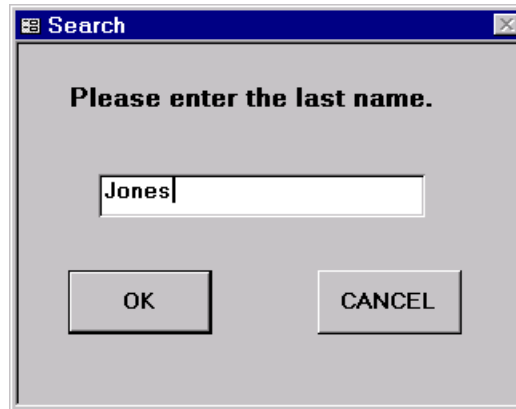
3. Click the **Short Form** button.



4. The **Search Records** window appears.



5. Select the search field, click **OK**.
6. The **Search** window appears.

A dialog box titled "Search" with a blue title bar. The main text says "Please enter the last name." Below this is a text input field containing the word "Jones". At the bottom are two buttons: "OK" and "CANCEL".

7. Enter the appropriate search criteria, click **OK**.
8. If a record(s) exists with the specified search criteria, the **Short Form** will open to that record. If multiple records meet the specified criteria, all the records will be returned. Use the **Next Record** and **Previous Record** buttons to locate the record to be edited.

Note: You can only edit the record(s) that meets the search criteria when entering the **Short Form** through the **Search for Specific Records** button.

Entering/Editing/Searching Records within the Long Form (Occupational Injury/Illness Log)

Caps Lock must be on during data entry. After entering the data required for a specific field, use the **Tab Key** to advance to the next field. Some fields require information to be selected from a pick list; these fields are denoted by a ▼ to the right of the list box. Information input into this form is subject to the Privacy Act of 1974.

The Long Form allows for detailed input of Injury/Illness Data and includes a section for **Mishap Investigation Data**. The Long Form incorporates the same fields found on the Short Form along with additional fields that allow each individual activity the ability to gather additional data.

Entering a New Record: The Long Form

1. From the **INJTRAK Main Menu** click the **Enter New Records** button.

A rectangular button with a dashed border and the text "ENTER NEW RECORDS" in all caps.

The **Enter New Records** window appears.

A dialog box titled "Enter New Records" with a blue title bar. The main text says "Which form do you want to use?". Below this are two buttons: "Short Form" and "Long Form". At the bottom is a "Cancel" button.

2. Click the **Long Form** button.

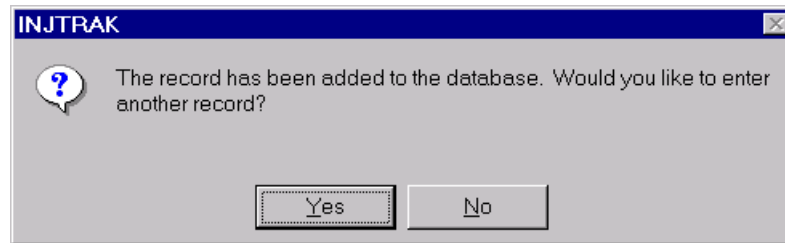


The **Long Form** appears.

NAVY OCCUPATIONAL INJURIES AND ILLNESSES LOG (LONG FORM)											
Return To Main Menu		Print Injury Record		Print Invest. Record		Edit Pull Down Lists		Add Record		Undo Changes	
DATE LOGGED <input type="text" value="3/1/00"/>		EVENT NUMBER <input type="text"/>		CAST NUMBER <input type="text"/>							
UIC <input type="text"/>		ECH 2 COMMAND CODE <input type="text"/>		CIVILIAN / MILITARY <input type="text" value="C"/>							
LAST NAME <input type="text"/>		FIRST NAME <input type="text"/>		MI <input type="text"/>							
SSN <input type="text"/>		BADGE or ID NUMBER <input type="text"/>		SHIFT <input type="text"/>							
DATE OF INJURY <input type="text"/>		TIME (24 HR CLOCK) <input type="text"/>		DAY OF WEEK <input type="text"/>							
DOB <input type="text"/>		AGE <input type="text"/>		SEX <input type="text"/>		DEPT / SHOP <input type="text"/>					
GS <input type="text"/>		WG <input type="text"/>		NAF <input type="text"/>		MIL <input type="text"/>					
JOB TITLE: <input type="text"/>		GRADE / RANK <input type="text"/>									
SUPERVISOR LAST NAME <input type="text"/>		SUPERVISOR FIRST NAME <input type="text"/>									
SUPERVISOR BADGE or ID NUMBER <input type="text"/>											
OSHA CODE <input type="text" value="10"/>		PCN <input type="text"/>		GEN. LOCATION <input type="text"/>							
LOCATION <input type="text"/>		LOCATION DETAILS <input type="text"/>									
CAST TYPE <input type="text"/>		DUTY STATUS <input type="text" value="ON DUTY"/>		MISHAP CLASS <input type="text"/>							
LOST WORK DAYS <input type="text" value="U"/>		LT START DATE <input type="text"/>		LT RETURN TO WORK <input type="text"/>							
INJURY FY QTR <input type="text"/>		INJURY MONTH <input type="text"/>		LIGHT DUTY <input type="text"/>							
DATE OF DEATH, IF APPLICABLE <input type="text"/>		CLAIM DENIED/DELETE RECORD <input type="text"/>									
INITIAL MEDICAL TREATMENT ON-SITE <input type="text"/>		OFF-SITE MEDICAL TREATMENT AUTHORIZED? <input type="text"/>									
SUIV ID# <input type="text"/>		MSR NUMBER <input type="text"/>		SOURCE DOC. <input type="text"/>							
LOST TIME REMARKS <input type="text"/>											
 <input type="text"/>											
BLS INJURY TYPE <input type="text"/>		BLS BODY PART <input type="text"/>		BLS ACCIDENT TYPE <input type="text"/>		BLS SOURCE <input type="text"/>					
NATURE OF INJURY <input type="text"/>											
 <input type="text"/>											
PPE WORN? <input type="text" value="N"/>											
PPE REMARKS <input type="text"/>											
 <input type="text"/>											
OCCURRED DURING FORMAL NAVAL TRAINING? <input type="text" value="N"/>		IF YES, FORMAL TRAINING COURSE # (CIN) <input type="text"/>									
WERE CHEMICALS INVOLVED? <input type="text" value="N"/>		IF YES, MSDS NUMBER <input type="text"/>									
PROJECT ID <input type="text"/>		JOB ORDER <input type="text"/>		ZONE MANAGER BADGE NUMBER <input type="text"/>							
ZONE MANAGER LAST NAME <input type="text"/>		ZONE MANGER FIRST NAME <input type="text"/>									
NSC REPORT REQUIRED? <input type="text"/>		IF YES, DATE MISHAP BECAME REPORTABLE <input type="text"/>		DATE SUBMITTED <input type="text"/>							
NARRATIVE											
 <input type="text"/>											
 <input type="text"/>											
MISHAP INVESTIGATION DATA											
REFERENCE NUMBER <input type="text"/>		EQUIPMENT <input type="text"/>		INVESTIGATOR NUMBER <input type="text"/>							
MISHAP SCENE <input type="text"/>											
 <input type="text"/>											
PRE-MISHAP <input type="text"/>											
 <input type="text"/>											
MISHAP PHASE <input type="text"/>											
 <input type="text"/>											
POST-MISHAP PHASE <input type="text"/>											
 <input type="text"/>											
MISHAP ANALYSIS <input type="text"/>											
 <input type="text"/>											
CORRECTIVE ACTION RECOMMENDED <input type="text"/>											
 <input type="text"/>											
FOLLOW UP DATE <input type="text"/>											
CORRECTIVE ACTION VERIFIED <input type="text"/>											
 <input type="text"/>											
CLOSE DATE <input type="text"/>											

Note: If default values have been set, the INJTRAK database automatically populates the **Event Number/Case Number Prefix**, **UIC**, and **ECH 2 Command Code** fields.

3. Use the data from the (ex. CA-1) Source Document to complete the fields within the Long Form. All fields denoted in Yellow meet logging requirements, all other fields are optional and can be used for detailed analysis.
4. After you have finished entering the data for a record, click **Add Record**. The following window will appear.



5. To continue to input new records, click **Yes**. To return to the Main Menu, click **No**.

Editing Existing Records: The Long Form

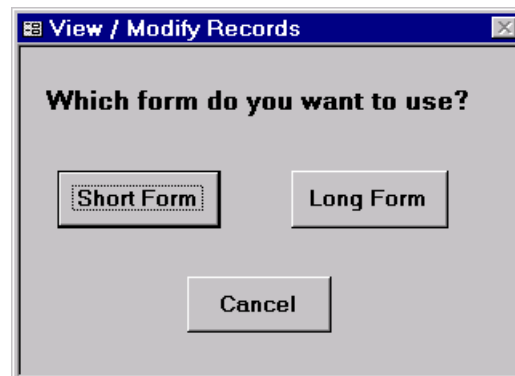
There are two ways to edit an existing record:

From the **INJTRAK Main Menu** select the 1) **View/Modify Records** button, or 2) **Search for Specific Records** button.

1. From the INJTRAK Main Menu click the **View/Modify Records** button.



2. The **View/Modify Records** window appears.



3. Click the **Long Form** button.



The **Long Form** appears.

NAVY OCCUPATIONAL INJURIES AND ILLNESSES LOG (LONG FORM)

[Return To Main Menu](#)

[Previous Record](#)

[Next Record](#)

[Print Injury Record](#)

[Print Invest. Record](#)

[Edit Pull Down Lists](#)

[Save Record](#)

[Undo Changes](#)

DATE LOGGED	5/1/00	EVENT NUMBER		CASE NUMBER	
UIC		ECH 2 COMMAND CODE		CIVILIAN / MILITARY	C
LAST NAME		FIRST NAME		MI	
SSN		BADGE or ID NUMBER		SHIFT	
DATE OF INJURY		TIME (24 HR CLOCK)		DAY OF WEEK	
DOB		AGE		SEX	
	GS	WG	NAF	MIL	
JOB TITLE:				GRADE / RANK	
SUPERVISOR LAST NAME			SUPERVISOR FIRST NAME		
	SUPERVISOR BADGE or ID NUMBER				
OSHA CODE	10	PCN		GEN. LOCATION	
LOCATION			LOCATION DETAILS		
CASE TYPE		DUTY STATUS	ON DUTY	MISHAP CLASS	
LOST WORK DAYS	0	LT START DATE		LT RETURN TO WORK	
INJURY FY QRIK		INJURY MONTH		LIGHT DUTY	
DATE OF DEATH, IF APPLICABLE			CLAIM DENIED/DELETE RECORD		
INITIAL MEDICAL TREATMENT ON-SITE		OFF SITE MEDICAL TREATMENT AUTHORIZED ?			
SUPV RPT		MSR NUMBER		SOURCE DOC.	
LOST TIME REMARKS					

DI S INJURY TYPE		DI S BODY PART		DI S ACCIDENT TYPE		DI S SOURCE	
------------------	--	----------------	--	--------------------	--	-------------	--

NATURE OF INJURY

PPE WORN? N

PPE REMARKS

OCCURRED DURING FORMAL NAVAL TRAINING ? N IF YES, FORMAL TRAINING COURSE # (ICIN)

WERE CHEMICALS INVOLVED ? N IF YES, MSDS NUMBER

PROJECT ID JOB ORDER ZONE MANAGER BADGE NUMBER

ZONE MANAGER LAST NAME ZONE MANAGER FIRST NAME

NSC REPORT REQUIRED? IF YES, DATE MISHAP BECAME REPORTABLE DATE SUBMITTED

NARRATIVE

MISHAP INVESTIGATION DATA

REFERENCE NUMBER EQUIPMENT INVESTIGATOR NUMBER

MISHAP SCENE

PRE MISHAP

MISHAP PHASE

POST MISHAP PHASE

MISHAP ANALYSIS

CORRECTIVE ACTION RECOMMENDED

FOLLOW UP DATE

CORRECTIVE ACTION VERIFIED

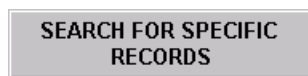
Use the **Next Record** and **Previous Record** buttons to locate the record to be edited.

4. **Edit** the fields as required. Once all edits to that record are complete, click the **Save Record** button.
5. You can undo recent changes to any record prior to saving by clicking the **Undo Changes** button. Be careful when using the **Undo Changes** button. It will remove changes to **ALL** fields that have been updated since the last save.

Note: The record being displayed is saved automatically when you select **Previous Record** and **Next Record** buttons, as well as when you use the Access record navigation buttons.

Searching for Specific Records: The Long Form

1. From the INJTRAK Main Menu click the **Search for Specific Records** button.



2. The **Search Records** window appears.



3. Click the **Long Form** button.

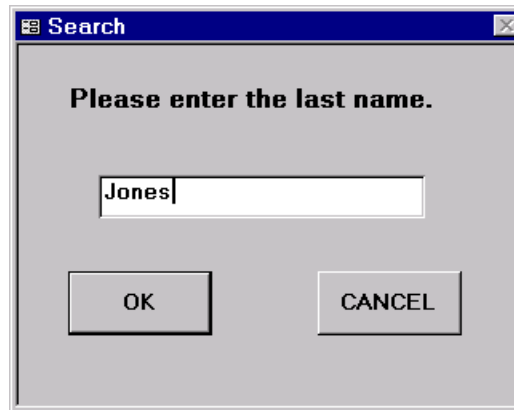


4. The **Search Records** window appears.



5. Select the search field, click **OK**.

6. The **Search** window appears.



7. Enter the appropriate search criteria, click **OK**.
8. If a record(s) exists with the specified search criteria, the **Long Form** will open to that record. If multiple records meet the specified criteria, all the records will be returned. Use the **Next Record** and **Previous Record** buttons to locate the record to be edited.

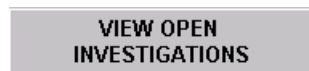
Note: You can only edit the record(s) that meets the search criteria when entering the **Long Form** through the **Search for Specific Records** button.

Open Investigations

Viewing/Printing


The **INJTRAK database** incorporates the ability to verify if a case is still under investigation.

1. From the **INJTRAK Main Menu**, click the **View Open Investigations** button.



The **Open Items Window** appears. The form displays all records which are still open (those records that do not have a **Close Date**).

Open Items						
CASE NUMBER	REFERENCE NUMBER	BADGE # AND LAST NAME	INJURY DATE	LOCATION	CORRECTIVE ACTION RECOMMENDED	FOLLOW DATE
001819905032			5/21/99	LHA2		
001819907013			7/15/99	B171		
001819810036			10/18/98	B163		

- You can print the open items by clicking the **Print** icon  on the Open Items Form.

Exporting Data

Data Dump for NSC

The **Data Dump for NSC** button creates a text data file (based on the start and end dates entered) and opens up an email message, with the data file attached, addressed to injtrak@safetycenter.navy.mil

See, **Sending and Receiving NSC Injury/Illness Data: Data Dump for NSC**.


Data Dump to Excel

- From the **INJTRAK Main Menu**, select the **Data Dump to Excel** button.

DATA DUMP TO EXCEL

- The **Data Dump to Excel** prompt appears, click **OK**.

DATA DUMP TO EXCEL



To be included in the data dump, the record must meet the following criteria:

the 4 BLS codes must be filled in
the Claim Denied/Delete Record field must be null

OK

The Parameter Value **Start Date** and **End Date** windows appear.

- Enter a **Start Date** (mm/dd/yy) and click **OK**.

Enter Parameter Value

Enter Start Date

OK Cancel

4. Enter an **End Date (mm/dd/yy)** and click **OK**.

Enter Parameter Value

Enter End Date

OK Cancel

5. The **Data Dump to Excel** window appears, click **OK**.

DATA DUMP TO EXCEL

The file is located in C:\DataDump.xls. 1068 records were written to the file.

OK

There will be a slight delay while queries execute, then Microsoft Excel will automatically open revealing the selected range of records on a worksheet. To analyze the data using Microsoft Excel, see, **Analyzing Injury/Illness Data**.

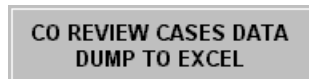
Note: The following data fields from the table are transferred to C:\Datadump.xls:

[INJURY DATA].[CASE NUMBER], [INJURY DATA].[BADGE NUMBER], [INJURY DATA].[LAST NAME], [INJURY DATA].AGE, [INJURY DATA].[INJURY DATE], [INJURY DATA].[LTA DAYS], [INJURY DATA].SHOP, [INJURY DATA].[FIRST LINE SUPERVISOR BADGE NUMBER], [INJURY DATA].[1ST LINE SUPERVISOR LAST NAME], [INJURY DATA].[SECOND LINE SUPERVISOR LAST NAME], [INJURY DATA].[SECOND LINE SUPERVISOR BADGE NUMBER], [INJURY DATA].[CA-1 NARRATIVE], [INJURY DATA].[TIME OF INJURY], [INJURY DATA].[PROJECT ID], [INJURY DATA].LOCATION, [INJURY DATA].[CLAIM DENIED], [INJURY DATA].[BLS_INJURY TYPE], [0_Traumatic Injuries and Disorders].TITLE, [INJURY DATA].[BLS_BODY PART], BLSBodyPART.TITLE, [INJURY DATA].BLS_SOURCE, [INJURY DATA].[BLS_ACCIDENT TYPE], BIsEvent.TITLE, BIsEvent.TITLE, [INJURY DATA].[DATE LOGGED], [INJURY DATA].CIV_MIL, [INJURY DATA].EVENT, [INJURY DATA].Activity_UIC_Code, [INJURY DATA].[FIRST NAME], [INJURY DATA].[MIDDLE INITIAL], [INJURY DATA].[CA FORM], [INJURY DATA].SEX, [INJURY DATA].GRADE, [INJURY DATA].SHIFT, [INJURY DATA].[JOB TITLE], [INJURY DATA].[JOB ORDER], [INJURY DATA].[WORK PHASE], [INJURY DATA].[INJURY FY QUARTER], [INJURY DATA].[INJURY MONTH], [INJURY DATA].[DAY OF WEEK], [INJURY DATA].NSC_GEN_LOCATION, [INJURY DATA].[SUB LOCATION], [INJURY DATA].[OSHA CODE], [INJURY DATA].PCN, [INJURY DATA].[PROCESS CODE SUBCLASS], [INJURY DATA].[PROCESS CODE NAME], [INJURY DATA].[PAY STATUS], [INJURY DATA].[INIT MED TREATMENT ONYARD], [INJURY DATA].[OFF YARD TREATMENT AUTHORIZED], [INJURY DATA].[DATE OF DEATH], [INJURY DATA].[FORMAL TRAINING], [INJURY DATA].[CASE TYPE], [INJURY DATA].MISHAP_CLASS,

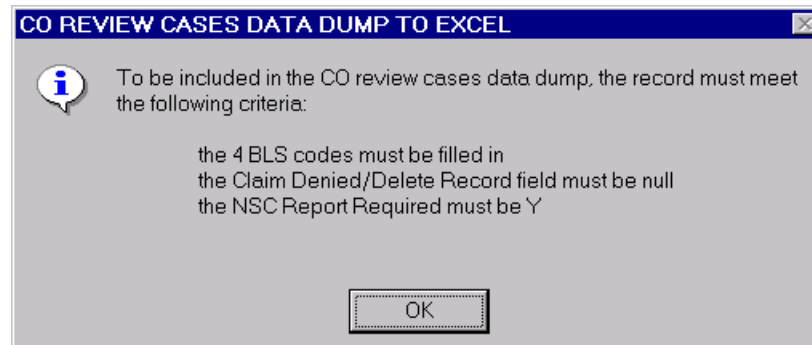
[INJURY DATA].[LIGHT DUTY], [INJURY DATA].[FORMAL TRAINING COURSE NO], [INJURY DATA].[FIRST LINE SUPERVISOR FIRST NAME], [INJURY DATA].[SECOND LINE SUPERVISOR FIRST NAME], [INJURY DATA].PPE_YES_NO, [INJURY DATA].CHEMICALS_INVOLVED, [INJURY DATA].[REFERENCE NUMBER], [INJURY DATA].MSDS_NUMBER, [INJURY DATA].INSPECTOR_NUMBER, [INJURY DATA].SIR_BECAME_REPORTABLE, [INJURY DATA].SIR_SUBMITTED, [INJURY DATA].MSR

CO Review Cases Data Dump to Excel

1. From the **INJTRAK Main Menu** click the **CO Review Cases Data Dump To Excel** button.

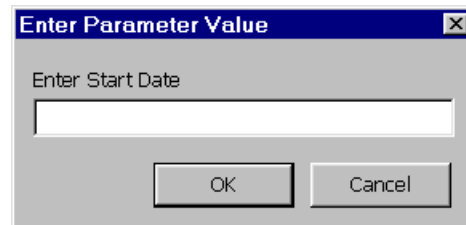


2. The **CO Review Cases Data Dump to Excel** prompt appears, click **OK**.

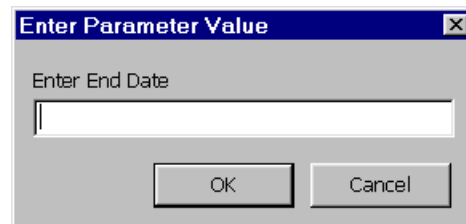


The Parameter Value **Start Date** and **End Date** windows appear.

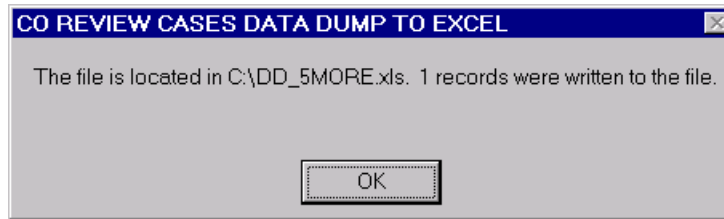
3. Enter a **Start Date** (mm/dd/yy) and click **OK**.



4. Enter an **End Date** (mm/dd/yy) and click **OK**.



5. The **CO Review Cases Data Dump to Excel** window appears, click **OK**.



There will be a slight delay while queries execute, then Microsoft Excel will automatically open revealing the selected range of records on a worksheet. To analyze the data using Microsoft Excel, see, **Analyzing Injury/Illness Data**.

Note: The following data fields from the Injury Data table are transferred to C:\DD_5MORE.xls: [INJURY DATA].[CASE NUMBER], [INJURY DATA].SHOP, [INJURY DATA].[LAST NAME], [INJURY DATA].[FIRST NAME], [INJURY DATA].[1ST LINE SUPERVISOR LAST NAME], [INJURY DATA].[FIRST LINE SUPERVISOR FIRST NAME], [INJURY DATA].[INJURY DATE], [INJURY DATA].[LTA DAYS], [INJURY DATA].LOCATION, [INJURY DATA].[PROJECT ID], [INJURY DATA].[CA-1 NARRATIVE], [INJURY DATA].[BLS_ACCIDENT TYPE], [0_Traumatic Injuries and Disorders].TITLE, [INJURY DATA].BLS_SOURCE, BLSSource.TITLE, [INJURY DATA].[BLS_BODY PART], BLSBodyPART.TITLE, [INJURY DATA].MSR, [INJURY DATA].SIR_BECAME_REPORTABLE, [INJURY DATA].SIR_SUBMITTED, [INJURY DATA].SIR

Generating INJTRAK Reports

Reporting Injury/Illness Data

Per paragraph 1411 of OPNAVINST 5100.23E, it is necessary for commanders, commanding officers and officers in charge, or their respective deputies, chiefs of staff, or executive officers to review lost time mishaps. At a minimum, activities shall review any mishap that requires submission of an SIR IAW paragraph 1408. The object of the review is to determine compliance with and adequacy of established NAVOSH standards and procedures, and to identify the underlying cause(s) of the mishap and take corrective action to prevent recurrence.

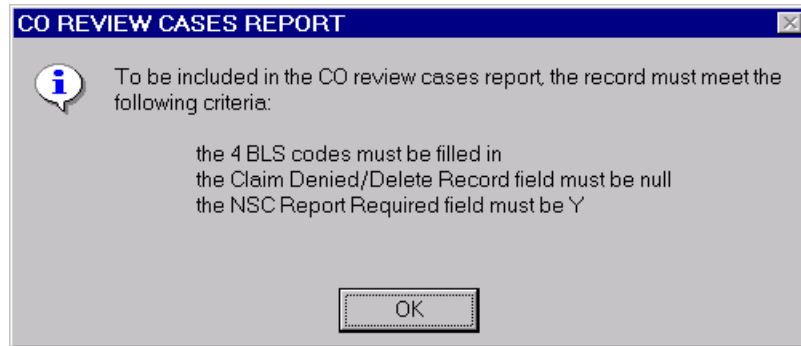
CO Review Cases Report

A report containing the cases that meet the criteria for CO Review. The CO review cases are cases that require submission of a Safety Center Report (this includes mishaps where a Weight Handling **Equipment** (WHE) report was sent to the Navy Crane Center).

1. From the **INJTRAK Main Menu** click the **CO Review Cases** button.

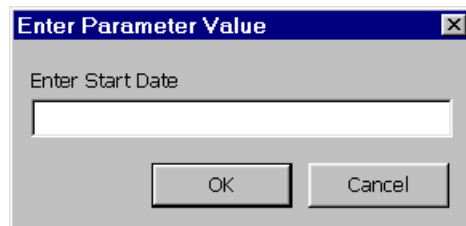


2. The **CO Review Cases Report** window appears, click **OK**.

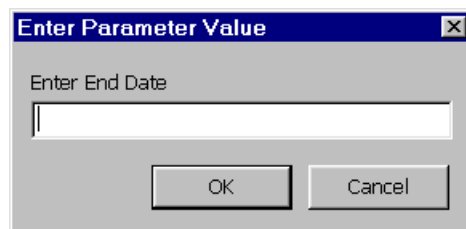


The Parameter Value **Start Date** and **End Date** windows appear.

3. Enter a **Start Date** (mm/dd/yy) and click **OK**.



4. Enter an **End Date** (mm/dd/yy) and click **OK**.



The **CO Review Cases Preview** report appears. A sample is provided below. You can view the information online or print the report.

COMMAND REVIEW CASES									
Monday, March 06, 2000									
SHOP	NAME		TYPE DESCRIPTION	LTA DAYS	CASE NUMBER	SUPERVISOR'S NAME	SUPERVISOR'S BADGE	INJURY DATE	LOCATION BODY PART
MISHAP DESCRIPTION									
000	HRN	OLD	0 ACNE	0	633939910002			11/1/99	ARM(S), UNSPECIFIC D
	MISHAP CLASS: D		THIS IS A TEST						
000			ACNE	16	6339399120005			12/15/99	BACK, INCLUDING SPINE, SPINAL CORD, UNSPECIFIC
	MISHAP CLASS: C		LOST TIME OVER 5 DAYS AND OFF DUTY						
000	HUNT	BOSTON	S ABNORMAL BLOOD LEVEL OF LEAD	0	A6339399100001			11/29/99	ABDOMEN, EXCEPT INTERNAL LOCATION OF DISEASES
	MISHAP CLASS: A		THIS IS A TEST. CIVILIAN WITH CLOSE DATE.						
016			BRUISES, CONTUSIONS	0	001819911048			11/26/99 B510	FINGER(S), FINGERNAIL(S)
	MISHAP CLASS: A		MOVING A SAFE, SMASHED RIGHT INDEX FINGER BETWEEN WALL AND SAFE.						
026			BRUISES, CONTUSIONS	0	001819909012			9/15/99 LMD4	EYE(S)
	MISHAP CLASS: A		PIECE OF PLASTIC OFF MY GLASSES CAME OFF CAUSING ME TO HIT MYSELF IN THE EYE.						

- To print the report, click the **Print** icon  or select **File/Print** from the Microsoft Access toolbar.

Annual Summary Report


The Annual Report provides a count of civilian injuries/illnesses grouped by OSHA Codes. In order to run the report you must select the UIC or select All UICs, know the **Total Hours Worked by Personnel** and **Average Number of Personnel**. This report includes data for Civilian, NAF, and Foreign National personnel. Post this report by 15 NOV and keep it posted for a period of 30 days. This report serves as the Annual Summary required by OSHA. This report does not contain data for military personnel.

- From the **INJTRAK Main Menu** click the **Annual Summary** button.

ANNUAL SUMMARY

- The **Annual Summary Report** window appears, click **OK**.

ANNUAL SUMMARY REPORT



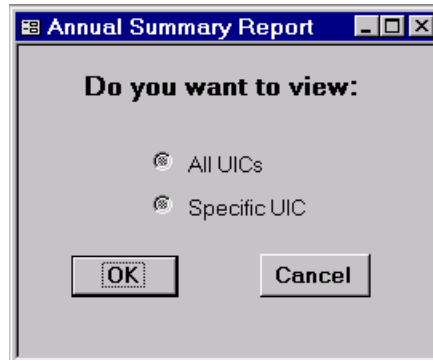
To be included in the calculations for the Annual Summary Report, the record must meet the following criteria:

- the Case Type field cannot be null
- the OSHA Code field cannot be null
- the Claim Denied/Delete Record field must be null
- the Civilian/Military field must be C, N, or F

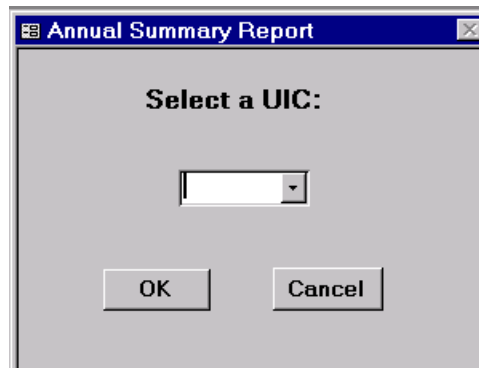
OK

The next **Annual Summary Report** window appears.

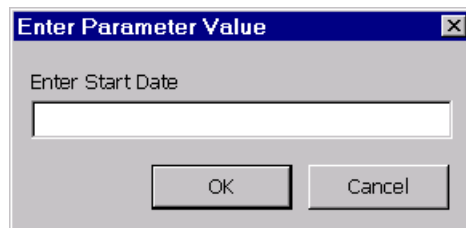
3. If data for all UICs is to be included in the report, select the **All UICs** option, click **OK** and skip to **Step 5**. If only data for a specific UIC is to be included in the report, select the **Specific UIC** option, click **OK**.



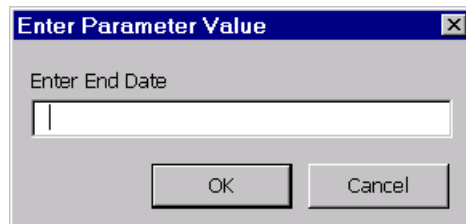
4. The next **Annual Summary Report** window appears. Select a **UIC** from the pick list ▼ and click **OK**.



5. The Parameter Value **Start Date** and **End Date** windows appear.
6. Enter a **Start Date (mm/dd/yy)** and click **OK**.



7. Enter an **End Date (mm/dd/yy)** and click **OK**.



8. The **Enter Total Hours Worked by Personnel** window appears, enter hours worked, click **OK**.

Enter Parameter Value

Enter Total Hours Worked by Personnel

OK Cancel

9. The **Enter Average Number of Personnel** window appears, enter average number of personnel, click **OK**.

Enter Parameter Value

Enter Average Number of Personnel

OK Cancel

The **Occupational Injury/Illness Summary Report** print preview appears. A sample is provided below.

Occupational Injury / Illness Summary Report						
17-Aug-00						
CODE	CATEGORY	TOTAL CASES	DEATHS	LOST TIME	NO LOST TIME	FIRST AID
10	OCCUPATIONAL INJURIES	53	2	32	5	14
21	OCCUPATIONAL SKIN DISEASES OR DISORDERS	0	0	0	0	0
22	DUST DISEASES OF THE LUNGS (PNEUMOCONILOSES)	0	0	0	0	0
23	RESPIRATORY CONDITIONS DUE TO TOXIC AGENTS	1	0	1	0	0
24	POISONING (SYSTEMIC EFFECTS OF TOXIC MATERIALS)	0	0	0	0	0
25	DISORDERS DUE TO PHYSICAL AGENTS (OTHER THAN TOXIC MATERIALS)	0	0	0	0	0
26	DISORDERS DUE TO REPEATED TRAUMA	0	0	0	0	0
29	ALL OTHER OCCUPATIONAL ILLNESSES	0	0	0	0	0
Total Lost Work Days:		198.5	54	2	33	5
Total Hours Worked by Personnel:		4260.00	Total Case Rate: 0.12			
Average Number of Personnel:		2.13	Lost Time Rate: 0.05			

You can view the information online or print the report.

10. To print the report, click the **Print** icon  or select **File/Print** from the Microsoft Access toolbar.

Generating an Injury/Illness Log

Overview

Each activity must maintain an Injury/Illness Log. Also, each activity must maintain a separate injury/illness log for Military and Civilian personnel. The **INJTRAK database** enables each activity to produce these log files.

Generating/Printing the Civilian Log

A log of occupational injuries and illnesses involving Civilian personnel. Includes data for Civilian, NAF, and Foreign National personnel. The Log is sorted by UIC, shop/dept, date of injury, event number and then case number.

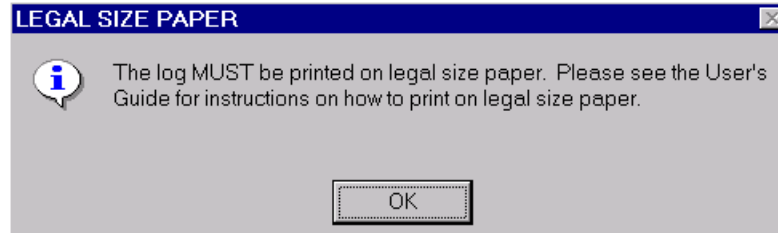
Note: The first time this report is generated, the page setup must be modified to set the page orientation to landscape and the paper size to legal. The directions for changing the page orientation and paper size are included at the bottom of this

section. See, **Generating an INJTRAK Injury/Illness Log: Generating/Printing the Civilian Log, Change the Page Orientation and Paper Size.**

1. From the **INJTRAK Main Menu** click the **Civilian Log** button.

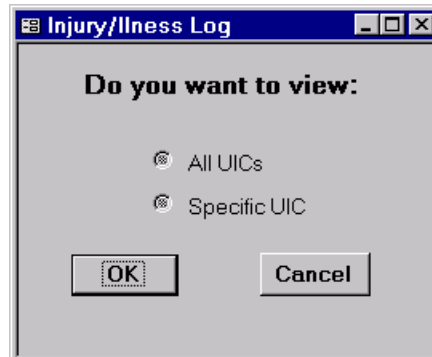


2. The **Legal Size Paper** information prompt appears, click **OK**.

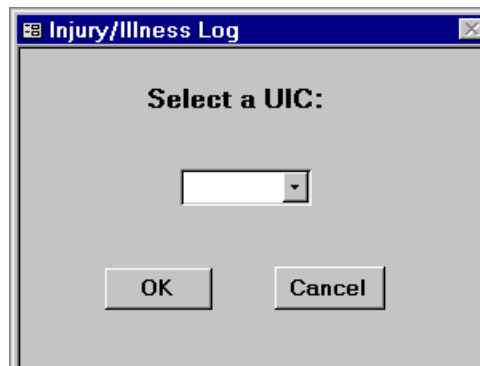


The **Injury/Illness Log** window appears.

3. If data for all UICs is to be included in the report, select the **All UICs** option, click **OK** and skip to **Step 5**. If only data for a specific UIC is to be included in the report, select the **Specific UIC** option, click **OK**.



4. The next **Injury/Illness Log** window appears. Select a **UIC** from the pick list ▼ and click **OK**.



The Parameter Value **Start Date** and **End Date** windows appear.

5. Enter a **Start Date** (mm/dd/yy) and click **OK**.

Enter Parameter Value

Enter Start Date

OK Cancel

6. Enter an **End Date** (mm/dd/yy) and click **OK**.

Enter Parameter Value

Enter End Date

OK Cancel

7. The **Enter Type of Log Label** window appears. Enter a **Log label** (i.e., Civilian), click **OK**.

Enter Parameter Value

Enter Type of Log Label

OK Cancel

8. The **Enter Fiscal Year** window appears. Enter the **Fiscal year** for the report, click **OK**.


Enter Parameter Value

Enter Fiscal Year

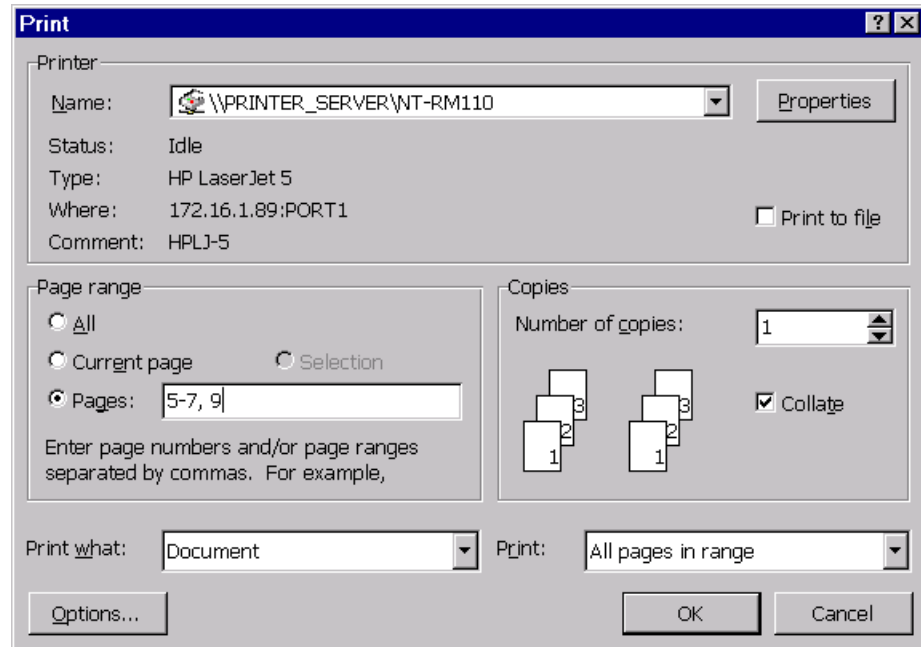
OK Cancel

The **Civilian Log Report** appears in print preview mode. A sample is provided below.

Navy Injuries and Occupational Illnesses Log																				
Activity WOS: <u>0000</u>				Activity Name: <u>NAVAL AIR STATION 01 AMTLETS PRELIMED TO REF</u>																
Database ID Command Code: <u>0000</u>				Fiscal Year: <u>2000</u>																
Type of Log: <u>Civilian</u>																				
Date Logged		Event #	Case #	Date of Injury	Name and Grade or Rank	Age and Sex	Job Title	Ship or Dept.	Time of Injury	General Location of Mishap	OSHA Code	INJ CODES				ICD9	Ref of Loss			Remarks
												Inj. Type	Body Part	Assess. Type	Source		Class	Work Dist	Mishap Class	
10/20/00		0000000000	0000000000	10-1-99	KINCAID, YOUNG	55	Administrative Officer	000	0000	410001	10	041	4211	630	9012	SR-40-00	F	0	S	THIS IS A TEST
Number of Events: 1				Number of Cases: 1																

9. To print the **Civilian Log Report**, click the **Printer** icon  or select **File/Print** from the Microsoft Access toolbar.
10. To print specific pages of the **Civilian Log Report**, select **File/Print** from the Microsoft Access toolbar.

11. The **Print** window appears. Under **Page range** select the **Pages** option and type in the page number(s) of the page(s) you wish to print. For example, to print pages 5 through 7 and page 9, the print window should look as follows.



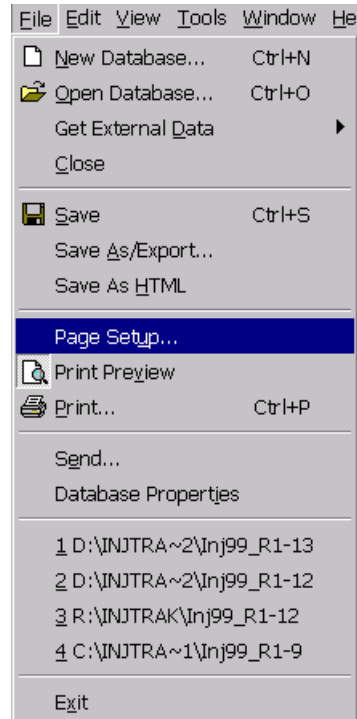
12. Click **OK**.

The page setup for the report must be defined for legal size paper. This is only done the first time the report is run. Thereafter, the report will automatically be generated using landscape orientation on legal size paper.

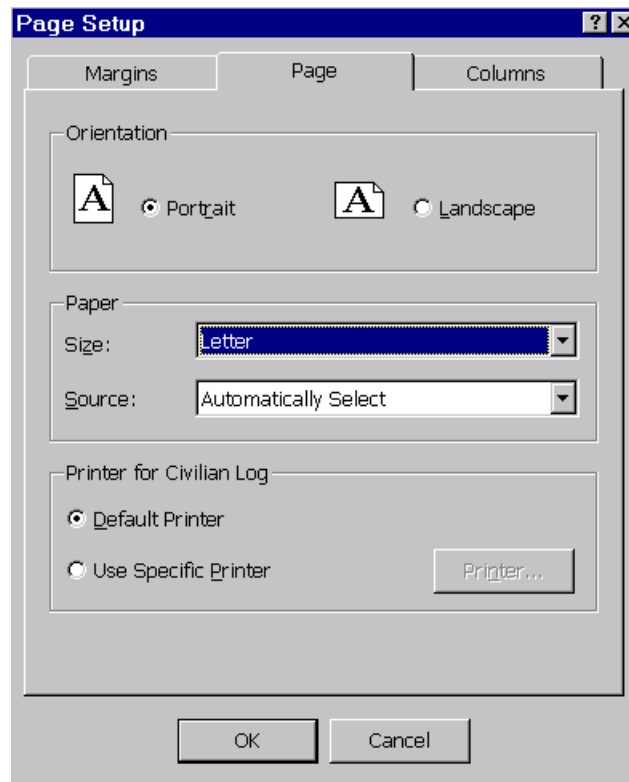
Change the Page Orientation and Paper Size

To change the page orientation and paper size, do the following:

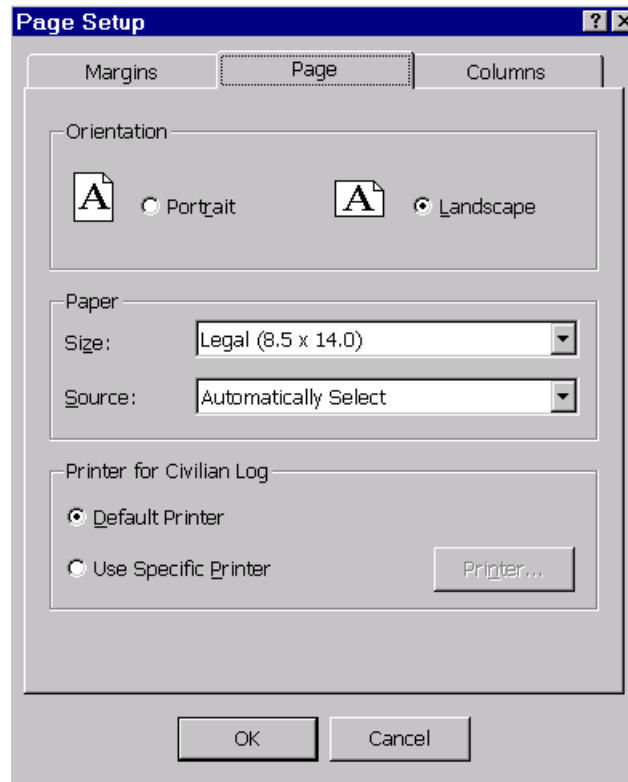
1. Select **File, Page Setup** from the Microsoft Access toolbar.



2. The **Page Setup** window will appear. Click the **Page** tab.



3. Under **Orientation**, select **Landscape**. Under **Paper**, change the **Size** to **Legal (8.5 x 14.0)**. The following is an example of what the modified **Page Setup** window should look like:



4. Click **OK**.

Generating/Printing the Military On-Duty Log

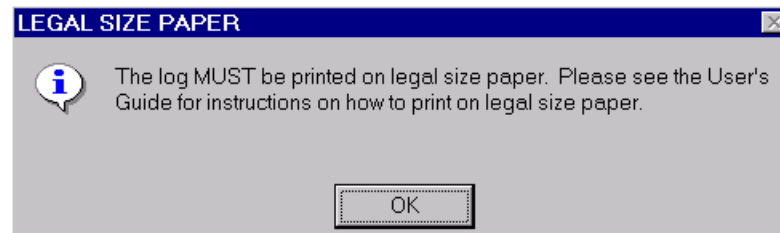
A log of occupational injuries and illnesses involving Military On-Duty personnel. The Log is sorted by UIC, shop/dept, date of injury, event number and then case number.

Note: The first time this report is generated, the page setup must be modified to set the page orientation to landscape and the paper size to legal. The directions for changing the page orientation and paper size are included at the bottom of this section. See, **Generating an INJTRAK Injury/Illness Log: Generating/Printing the Military On-Duty Log, Change the Page Orientation and Paper Size**.

1. From the **INJTRAK Main Menu** click the **Military On-Duty** button.

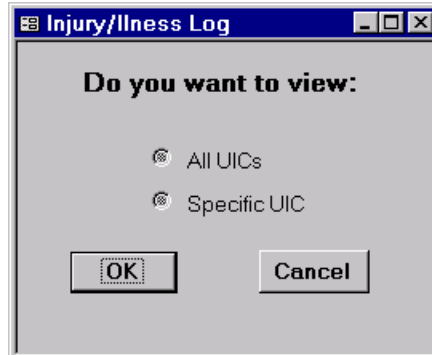


2. The **Legal Size Paper** information prompt appears, click **OK**.

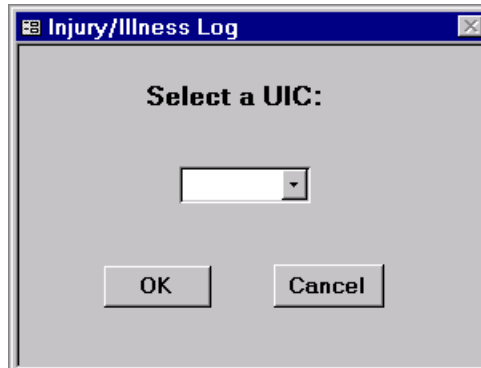


The **Injury/Illness Log** window appears.

3. If data for all UICs is to be included in the report, select the **All UICs** option, click **OK** and skip to **Step 5**. If only data for a specific UIC is to be included in the report, select the **Specific UIC** option, click **OK**.

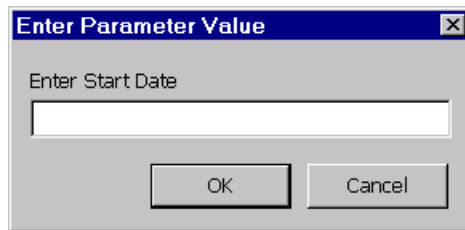


4. The next **Injury/Illness Log** window appears. Select a **UIC** from the pick list ▼ and click **OK**.

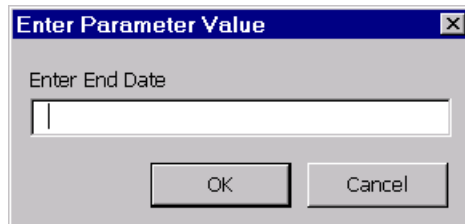


The Parameter Value **Start Date** and **End Date** windows appear.

5. Enter a **Start Date** (mm/dd/yy) and click **OK**.



6. Enter an **End Date** (mm/dd/yy) and click **OK**.



7. The **Enter Type of Log Label** window appears. Enter a **Log label** (i.e., Military On-Duty), click **OK**.

Enter Parameter Value

Enter Type of Log Label

OK Cancel

- The **Enter Fiscal Year** window appears. Enter the **Fiscal year** for the report, click **OK**.

Enter Parameter Value


Enter Fiscal Year

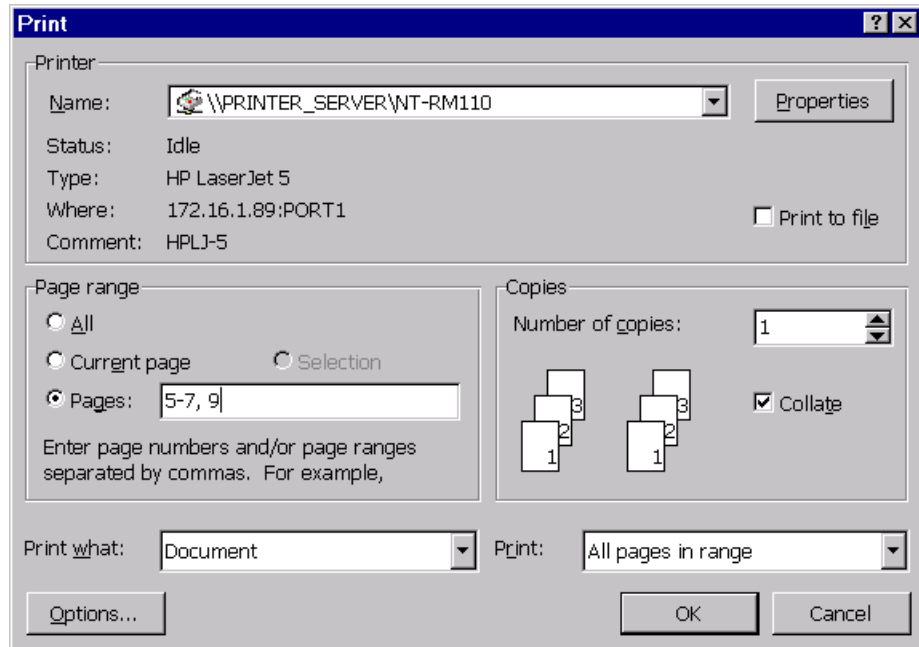
OK Cancel

The **Military On-Duty Log Report** appears in print preview mode. A sample is provided below.

Activity: <u>WDC</u>		Activity Name: <u>NAVAL SAFETY CENTER FORNOLC VA</u>																		
Injury II Command Code: <u>0001</u>		Fiscal Year: <u>2000</u>																		
Type of Log: <u>Military On-Duty</u>																				
Date Reported	ID#	Case #	Date of Injury	Name and Grade or Rank	Age and Sex	Job Title	Ship or Des.	Type of Injury	General Location of Mishap	OIEA Code	ICD CODES				ICD CODES				Remarks	
											Inj. Type	Body Part	Anatom. Type	Source	ICD	Class	Major	Minor		
2/2/99	61193-0006	611939110006	11/10/99	EDD	M	25	AVIATION	000	1300	0	10					TS-1345	L	129	B	TRANSPORTATION
2/2/99	76129-1	76129-2000000000	10/20/99	BIRTHDAY	F	44	POSTAL CLERK	WELD	0750	402019	10	021	213	212	4011	MS-0000	L	0	B	
9/9/00	76129-24016	76129-200000016	9/1/00	DEVOTE	M	23	SIGNALMAN	WELD	1120	402002	10	4012	140	610	0110	TS-0145	L	2	D	MILITARY LOG TIME CASE

Number of Rows: 3 Number of Cases: 3

- To print the **Military On-Duty Log Report**, click the **Printer** icon  or select **File/Print** from the Microsoft Access toolbar.
- To print specific pages of the **Military On-Duty Log Report**, select **File/Print** from the Microsoft Access toolbar.
- The **Print** window appears. Under **Page range** select the **Pages** option and type in the page number(s) of the page(s) you wish to print. For example, to print pages 5 through 7 and page 9, the print window should look as follows.



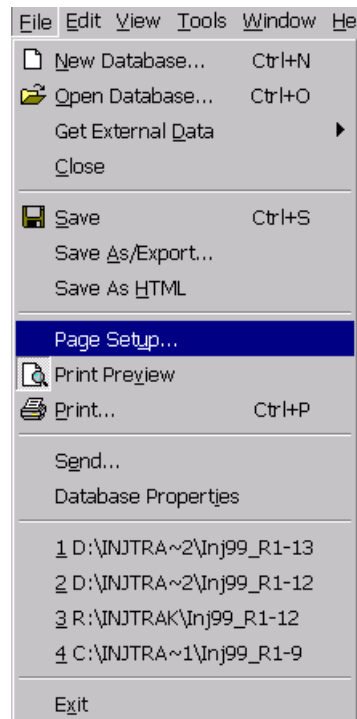
12. Click **OK**.

The page setup for the report must be defined for legal size paper. This is only done the first time the report is run. Thereafter, the report will automatically be generated using landscape orientation on legal size paper.

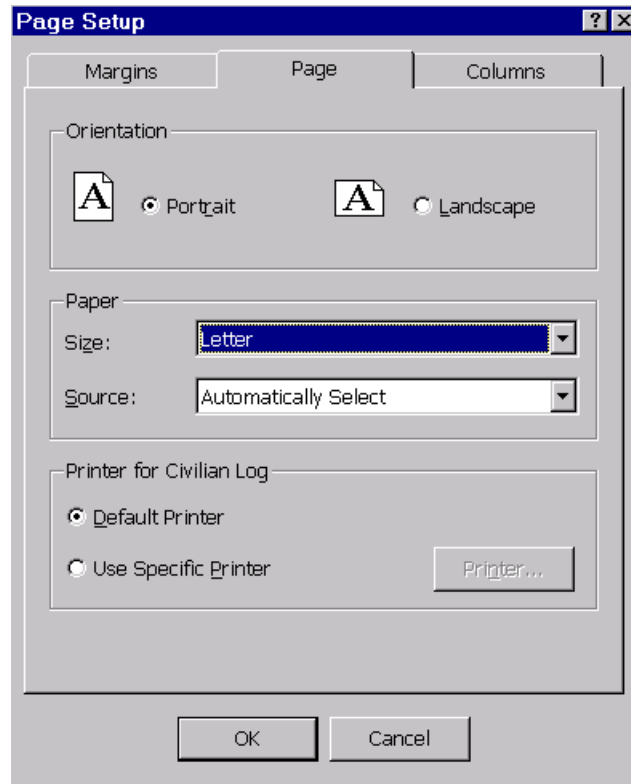
Change the Page Orientation and Paper Size

To change the page orientation and paper size, do the following:

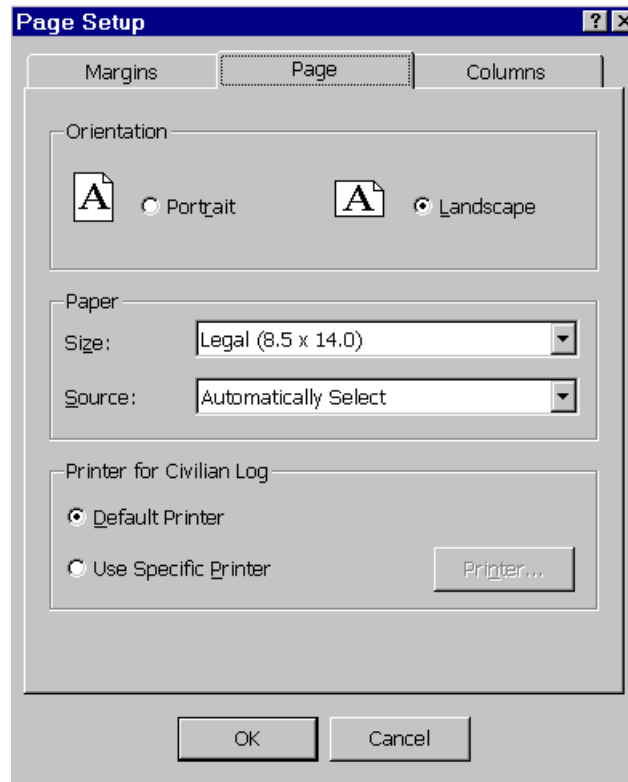
1. Select **File, Page Setup** from the Microsoft Access toolbar.



2. The **Page Setup** window will appear. Click the **Page** tab.



3. Under **Orientation**, select **Landscape**. Under **Paper**, change the **Size** to **Legal (8.5 x 14.0)**. The following is an example of what the modified **Page Setup** window should look like:



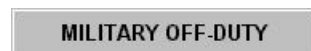
4. Click **OK**.

Generating/Printing the Military Off-Duty Log

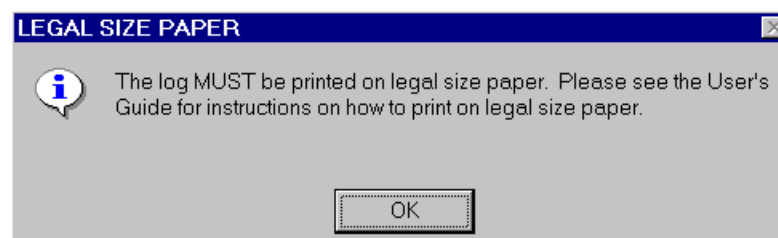
A log of injuries and illnesses involving Military Off-Duty personnel. The Log is sorted by UIC, shop/dept, date of injury, event number and then case number.

Note: The first time this report is generated, the page setup must be modified to set the page orientation to landscape and the paper size to legal. The directions for changing the page orientation and paper size are included at the bottom of this section. See, **Generating an INJTRAK Injury/Illness Log: Generating/Printing the Military Off-Duty Log, Change the Page Orientation and Paper Size**.

1. From the **INJTRAK Main Menu** click the **Military Off-Duty** button.

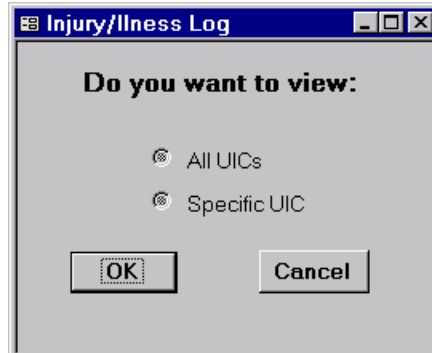


2. The **Legal Size Paper** information prompt appears, click **OK**.

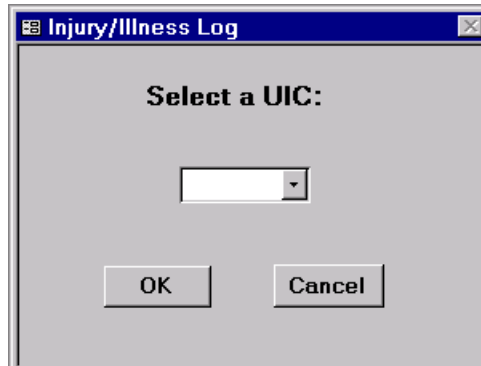


The **Injury/Illness Log** window appears.

3. If data for all UICs is to be included in the report, select the **All UICs** option, click **OK** and skip to **Step 5**. If only data for a specific UIC is to be included in the report, select the **Specific UIC** option, click **OK**.

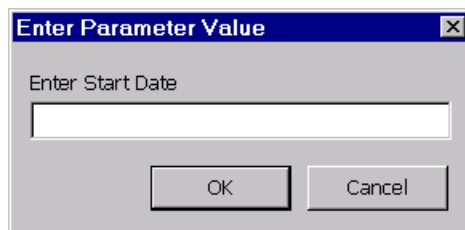


4. The next **Injury/Illness Log** window appears. Select a **UIC** from the pick list ▼ and click **OK**.

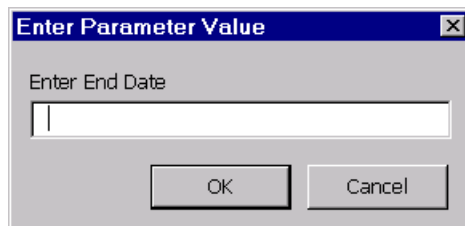


The Parameter Value **Start Date** and **End Date** windows appear.

5. Enter a **Start Date** (mm/dd/yy) and click **OK**.



6. Enter an **End Date** (mm/dd/yy) and click **OK**.



7. The **Enter Type of Log Label** window appears. Enter a **Log label** (i.e., Military Off-Duty), click **OK**.

Enter Parameter Value

Enter Type of Log Label

OK Cancel

- The **Enter Fiscal Year** window appears. Enter the **Fiscal year** for the report, click **OK**.

Enter Parameter Value

Enter Fiscal Year

OK Cancel


The **Military Off-Duty Log Report** appears in print preview mode. A sample is provided below.

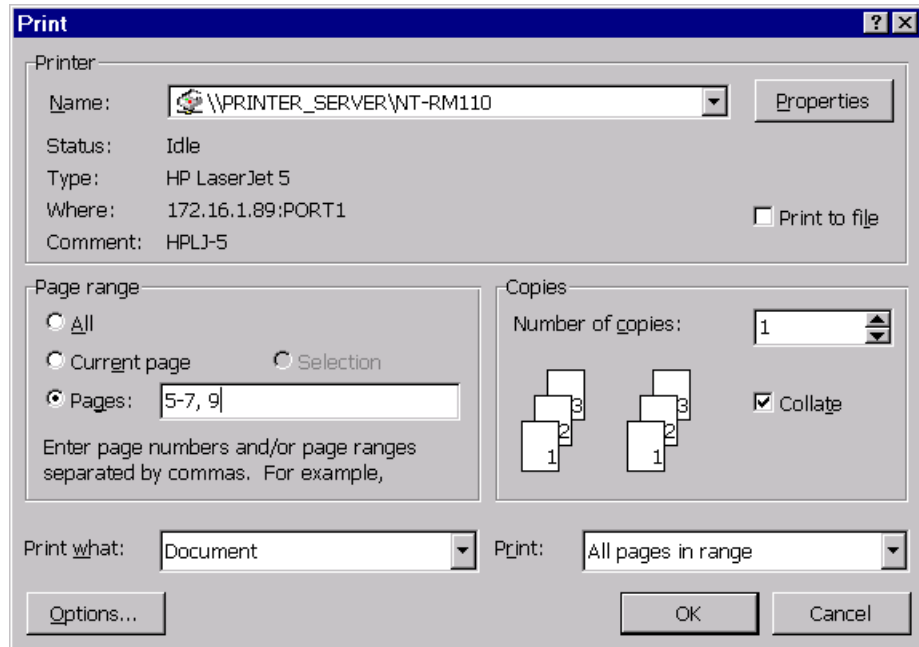
Navy Injuries and Occupational Illnesses Log

Activity W/O: 0000 Activity Name: NAVAL SAFETY CENTER PORTSMOUTH VA
 Behavior II Command Code: 0001 Fiscal Year: 2000
 Type of Log: Military Off-Duty

Date Logged	Event #	Class #	Date of Injury	Name and Grade or Rank	Age and Sex	Job Title	Ship or Date	Type of Injury	General Location of Mishap	OSHA Code	ICD CODES				ICD	No. of Loss			Remarks
											Inj. Type	Body Part	Anals. Type	Summ.		Class	Week	Mishap	
7/1/99	001000000	001000000	7/1/99		29	INSTRUMENTAL	00		0	11	101	1.0	00	010	010000	L	10	C	LOST TIME OVER 5 DAYS AND OFF DUTY

Number of Events: 1 Number of Cases: 1

- To print the **Military Off-Duty Log Report**, click the **Printer** icon  or select **File/Print** from the Microsoft Access toolbar.
- To print specific pages of the **Military Off-Duty Log Report**, select **File/Print** from the Microsoft Access toolbar.
- The **Print** window appears. Under **Page range** select the **Pages** option and type in the page number(s) of the page(s) you wish to print. For example, to print pages 5 through 7 and page 9, the print window should look as follows.



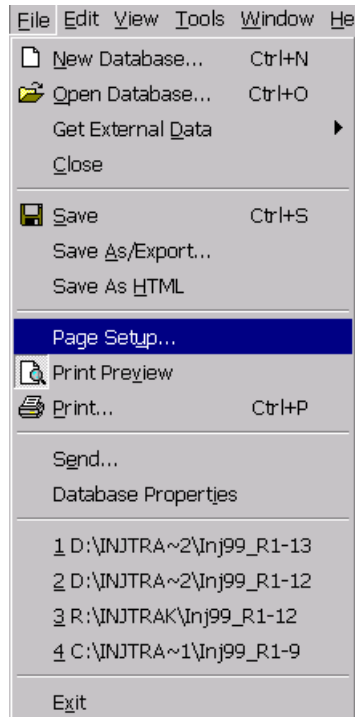
12. Click **OK**.

The page setup for the report must be defined for legal size paper. This is only done the first time the report is run. Thereafter, the report will automatically be generated using landscape orientation on legal size paper.

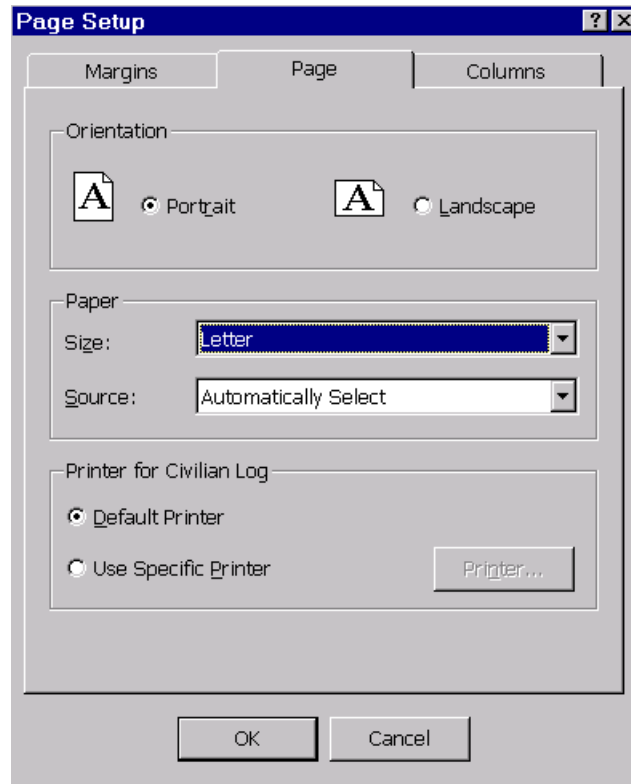
Change the Page Orientation and Paper Size

To change the page orientation and paper size, do the following:

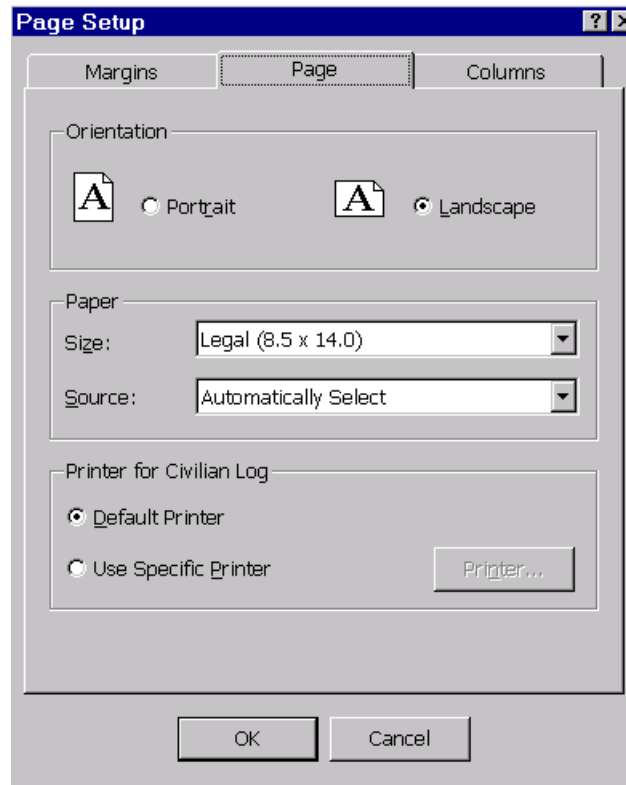
1. Select **File, Page Setup** from the Microsoft Access toolbar.



2. The **Page Setup** window will appear. Click the **Page** tab.



3. Under **Orientation**, select **Landscape**. Under **Paper**, change the **Size** to **Legal (8.5 x 14.0)**. The following is an example of what the modified **Page Setup** window should look like:



4. Click **OK**.

Analyzing Injury/Illness Data

Transferring Data to Microsoft Excel

The INJTRAK database's injury data can be transferred into Microsoft Excel to analyze the data using pivot tables. This functionality allows activities to perform detailed data analysis that is not part of the standard INJTRAK reports.

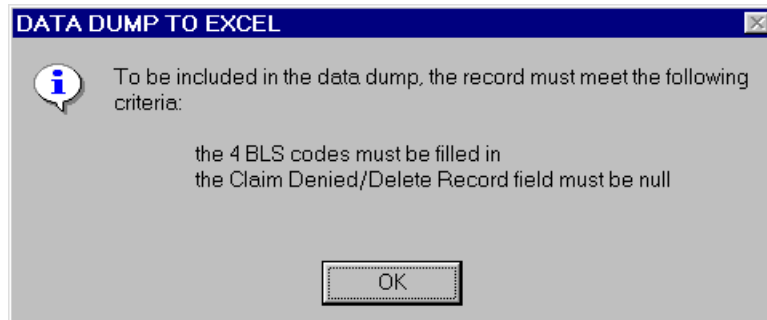
Creating an Microsoft Excel Workbook

In this section you will learn how to create a Microsoft Excel workbook to sum up your injury/illness data, create and use pivot tables, create an introduction sheet, and edit an existing workbook and pivot tables.

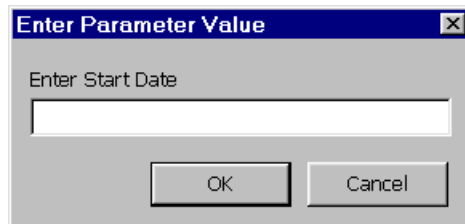
1. From the INJTRAK Main Menu, select the **Data Dump to Excel** button.



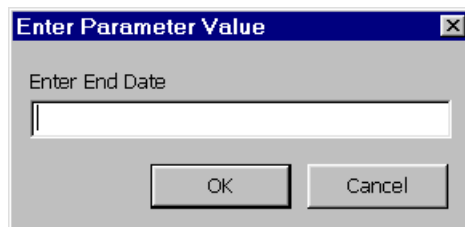
2. The **Data Dump to Excel** prompt appears, click **OK**.



3. The Parameter Value **Start Date** and **End Date** windows appear
4. Enter a **Start** date (mm/dd/yy) and click **OK**.



5. Enter an **End Date** (mm/dd/yy) and click **OK**.



Note: The following data fields from the Injury Tracking Data Table are transferred to Datadump.xls.

The fields are: DATE LOGGED, CIV_MIL, EVENT, CASE NUMBER, Activity_UIC_Code, LAST NAME, FIRST NAME, MIDDLE INITIAL, CA FORM, SHOP, BADGE NUMBER, SEX, AGE, GRADE, SHIFT, JOB TITLE, JOB ORDER, WORK PHASE, INJURY FY QUARTER, INJURY MONTH, INJURY DATE, DAY OF WEEK, TIME OF INJURY, NSC_GEN_LOCATION, LOCATION, SUB LOCATION, OSHA CODE, INJURY TYPE CODE, INJURY TYPE TITLE, ACCIDENT TYPE CODE, ACCIDENT TYPE TITLE, SOURCE CODE, SOURCE TITLE, BODY PART CODE, BODY PART TITLE, PCN, PROCESS CODE SUBCLASS, PROCESS CODE NAME, CA-1 NARRATIVE, PAY STATUS, INIT MED TREATMENT ONYARD, OFF YARD TREATMENT AUTHORIZED, DATE OF DEATH, FORMAL TRAINING, CASE TYPE, MISHAP_CLASS, LTA DAYS, LIGHT DUTY, CLAIM DENIED, FORMAL TRAINING COURSE NO, PROJECT ID, 1ST LINE SUPERVISOR LAST NAME, FIRST LINE SUPERVISOR FIRST NAME, FIRST LINE SUPERVISOR BADGE NUMBER, SECOND LINE SUPERVISOR LAST NAME, SECOND LINE SUPERVISOR FIRST NAME, SECOND LINE SUPERVISOR BADGE NUMBER, PPE_YES_NO, CHEMICALS_INVOLVED, REFERENCE NUMBER, MSDS_NUMBER, CORRECTIVEACTION_VERIFIED, INSPECTOR_NUMBER, SIR_BECAME_REPORTABLE, SIR_SUBMITTED, MSR.

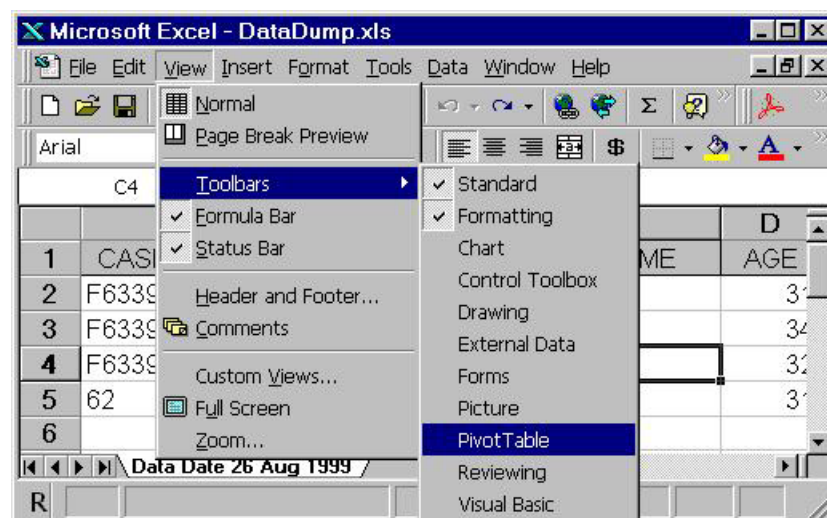
There will be a slight delay while queries execute, then Microsoft Excel will automatically open revealing the selected range of records on a worksheet as seen below. RENAME the worksheet with the date the data was pulled from the database;

Data Date mm/dd/yy. This may be done by clicking the Right mouse button while over the worksheet tab name, select Rename, type the new name.

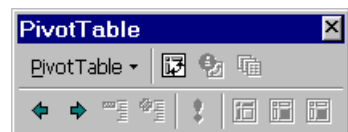
	A	B	C	D	E	F	G
1	DATE LOGGED	CIV_MIL	EVENT	CASE NUMBER	ity_UIC_C	LAST NAME	FIRST NAME
2	2/22/00	M	63393-0005	001819904039	63393		
3	2/23/00	C		001819908077	63393		
4	2/18/00	M	F63393-	001819909008	63393		
5	2/22/00	C	A63393-0001	001819909012	63393		
6	2/23/00	C		001819910074	63393		
7	2/9/00	M	F63393-0016	001819911032	63393		
8	2/22/00	N	63393-0004	001819911048	63393		
9	2/23/00	F		633939910002	63393		
10	2/23/00	C		633939910003	999999		
11	2/23/00	C		633939911001	63393		
12	2/22/00	M	63393-0005	6339399120005	63393		
13	2/22/00	C	A63393-0001	A633939910000	63393		
14	2/18/00	M	F63393-	F633930000000	63393		
15	2/17/00	C	F63393-	F633930002	63393		

Adding the Query and Pivot Toolbar

1. Click the **View/Toolbars/PivotTable**.




2. The **Pivot Table** Window appears as below. This window floats over the Microsoft Excel application.

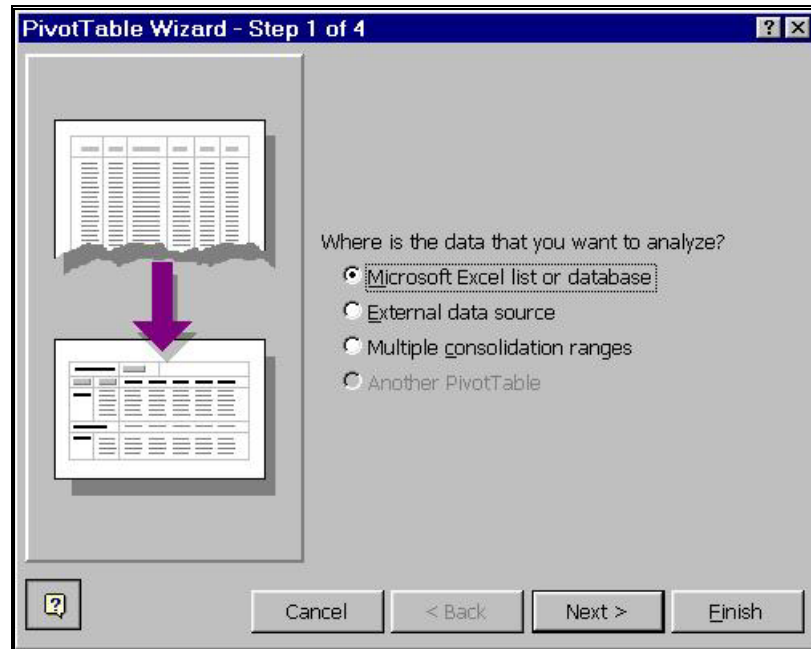



Making Pivot Tables

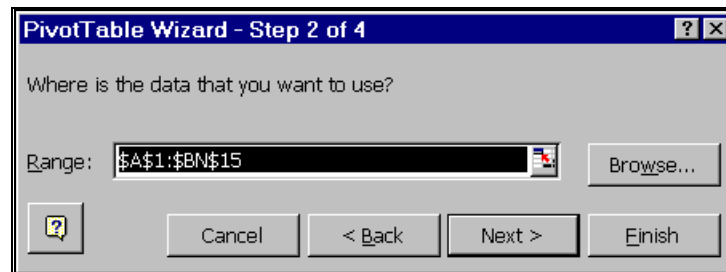
Pivot tables may be made for any column of data on the Data Worksheet. Any worksheet containing data can be used to build pivot tables. If you require detailed help on Creating Pivot Tables or want to know the parts of a Pivot Table, please refer to **Microsoft Excel's Help: Pivot Tables/Parts of a Pivot Table**.

1. Click the **Data Date mm-dd-yy** worksheet.

2. Click the **Pivot Table Wizard Icon** .
3. The **Pivot Table Wizard** window will come up as shown below, click **Next**.



4. Select the range. The data range that appears is the default range; it includes the data for the entire worksheet. The range can be changed by clicking the **Pivot Table Range Icon**  to select the cells of the worksheet containing data. Enter new data range or select the default. To change the data range select the cells you want included. You **cannot** select noncontiguous cells (selected cells must be in one rectangular block).



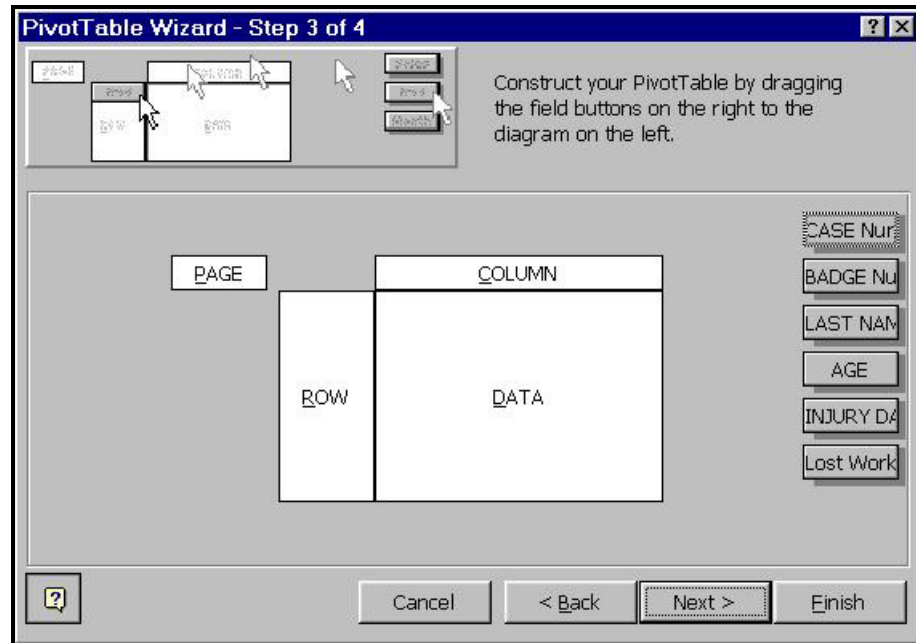
5. Click **Next**. The layout area appears as shown below. This section shows the buttons in which you can construct your pivot table by dragging fields. The following information will help you better understand where to drag information:

Page - Shows data from one item at a time in the table.

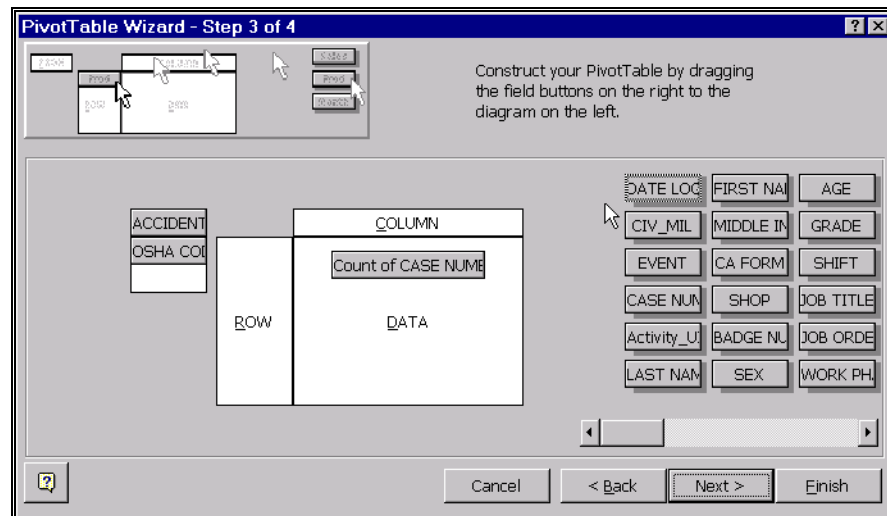
Row - Shows the items in the field as row table.

Column - Shows items in the field as column label.

Data - Summarizes values in the body of the table.

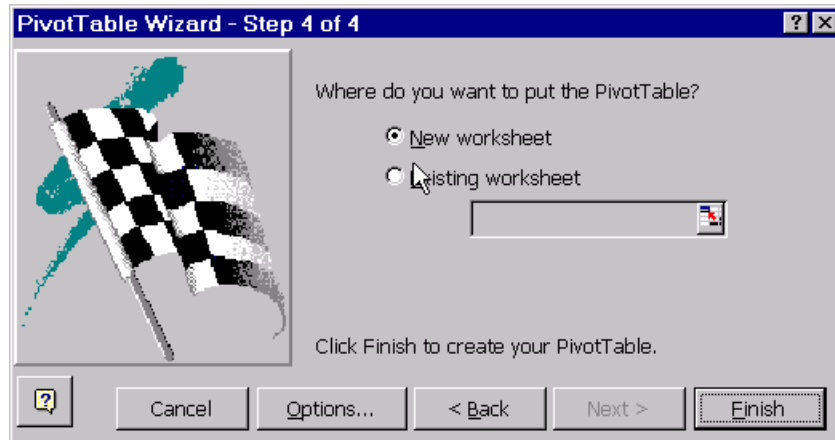


6. Drag and drop the fields on the right, to the desired pivot table area - page, row, column. Fields can be deleted or moved from the page, row or column by clicking and dragging them away from that particular area.



Hints: Data is usually Case Number or Lost work days since information can be counted, totaled, averaged, etc.

7. Click **Next** from the **Pivot Table** window.
8. The final window in the **Pivot Table Wizard** prompts you to select where you want to put the Pivot Table.
9. Select **New Worksheet**.



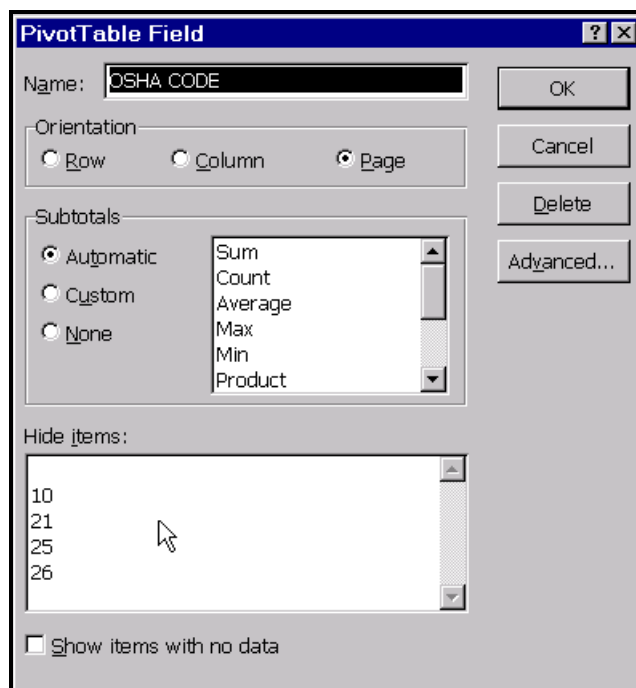
10. Click **Finish**.

11. A new worksheet is produced with the information you selected. A sample is shown below.

	A	B	C
1	ACCIDENT TYPE CODE	021	
2	OSHA CODE	(All)	
3			
4	Count of CASE NUMBER	Total	
5	Total	1	
6			

Sheet1 Data Date mm-dd-yy

Pivot Table Fields can be deleted or moved from the page, row or column by clicking and dragging, while working within the Pivot Table. When satisfied with the table, rename the sheet. Double clicking on any field name within the pivot table will open the PivotTable Field Window as shown below. You can specify options for how the results for the field are displayed.



Note: You can separate data within a pivot table for further analysis by double clicking on the field total. A new worksheet is created. Remember it is easy to get confused unless sheets are renamed as you go.

The following is an example of creating a pivot table using a worksheet:

1. Click on the Pivot Table Icon
2. Select the Wizard
3. Click on "Next"
4. Select the range or use the default range (the range that is used is the default), then click on "Next"
5. Select the data for your stats

Step #1: Drag the Job Title button on the right side of the diagram to the field titled "Row" and drop it there. Go to step #2.

Step #2: Drag the "Mishap Class" button on the right side of the diagram to the field titled "Column" and drop it there. Go to Step #3.

Step #3: Drag the Case Number button on the right side of the diagram to the field titled "Count of Case" and drop it there.

6. Click on "Next"
7. Select "New Worksheet" then click on "Finish". Your Pivot Table should look like the following example:

	A	B	C	D	E	F
1	Count of CASE NUMBER	MISHAP_CLASS				
2	JOB TITLE	A	C	D	Grand Total	
3	ELECTRICIAN			16	41	57
4	LABORER			2	18	20
5	MACHINIST			9	17	26
6	MARINE MECHANIC			13	50	63
7	PAINTER			6	15	21
8	PIPEFITTER	2		22	39	63
9	RIGGER			13	24	37
10	SHEETMETAL MECHANIC			6	19	25
11	SHIPFITTER			29	49	78
12	WELDER			26	61	87
13	Grand Total	2	142	333	477	
14						
15						

Sorting

To sort, click on the cell to be sorted and then click on the appropriate **Descending Sort Icon** (Z-A)

Grouping Data

Data fields may be grouped by clicking a data field within the pivot table to group

(Click the **green right arrow icon**  (Query Group/Ungroup) on the Query/Pivot Toolbar.

Select the method of grouping. The most common grouping field is the Date field, which allows you to select a date range for data.



If the data is not of the right type to group, Microsoft Excel will not allow it, an error window will appear. Blanks and text fields cannot be grouped - be careful with this. It could be frustrating! A key to being successful with Pivot tables is keeping each Pivot table simple. For example, if interested in showing how arm injuries relate to sources of injury or accident type by time of day in a specific shop or department, use several pivot tables to get to the final product.

Hiding Data

Columns or rows within a pivot table may be **hidden** without destroying their contents. (They can be revealed later when you want to see or edit them.)

1. Select the row(s) or column(s) you want to hide.
2. Choose the appropriate Hide and Unhide command from the Format menu's Row and Column choices.


Printing Pivot Table Data

If your data contains information covered by the Privacy Act, include the Privacy Act Statement in the header and/or footer.

1. Go to **File/Page Setup**.
2. Under the **Page** tab select "Print to Fit".
3. Under the **Header/Footer** tab, enter values for the header and/or footer (ex. Privacy Act Information).
4. Click the Print button.

Creating an Introduction Sheet

Some activities may wish to provide a standardized workbook to designated personnel within the activity, either via as email attachment or on a network shared drive with controlled access. Below is an example of an introduction sheet.

Note: Text boxes can be created using the "text box" Icon  from the Drawing toolbar. This will allow you to add floating text to a worksheet.

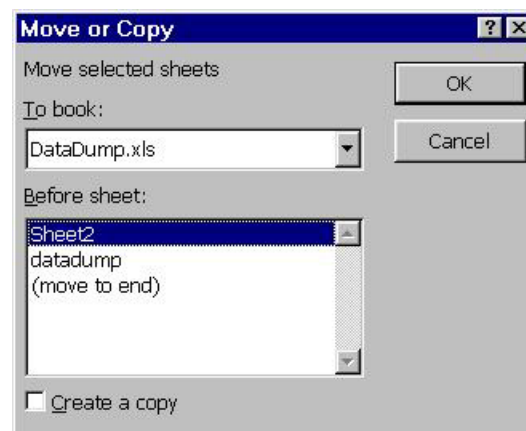
1. Click the **text box icon**. Click and drag the mouse within the worksheet to desired size then release.
2. The cursor will be flashing inside the text box type in the text you need. Including the data range is helpful to the user.

Editing an Existing Workbook & Pivot Tables

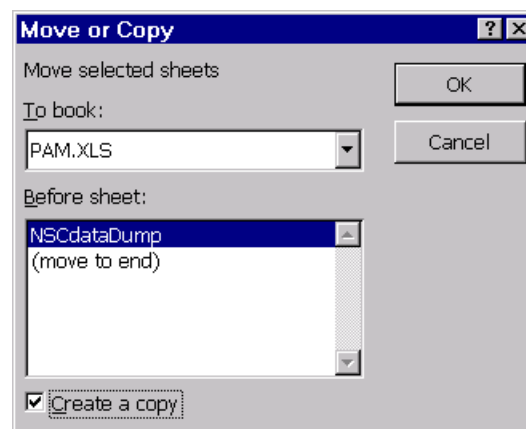
The following are steps to **Update/Edit** an existing Microsoft Excel workbook and pivot tables.

1. Use the data pull from INJTRAK database (**Data Dump to Excel**), rename the datadump.xls spreadsheet as illustrated in **Creating an Microsoft Excel Workbook**.
2. Open the file that contains the **Microsoft Excel** workbook to be updated by using the **open file icon** or **File/Open**, etc.
3. Select the **Microsoft Excel** spreadsheet.
4. While in the workbook, click on the tab at the bottom of the sheet (tab should have a date name), click the **right mouse** button, select **Move or Copy**.

The **Move or Copy** Window appears.



5. Click the down arrow of the **To Book** field to be selected.
6. Once the workbook to be updated has been selected, click on the create a copy box located at the end of the screen. At this point the **“Before sheet”** appears, a selection needs to be made for where you want the date to be positioned. Once this is completed, click **OK**.



7. Click the **tab** of the new data date sheet (Data Date mm/dd/yy)
8. On the **keyboard** simultaneously press **CTRL & END**.


This will take the cursor to the last row of the worksheet

Important: Note the row number, write it down.

	INJURY TYPE CODE	INJURY TYPE TITLE	BODY PART CODE	BODY PART TITLE
1	4210	ABNORMAL	319	ARM(S), N.E.C.
2	041	ABRASIONS,	42	ANKLE(S)
3	4212	ABNORMAL	240	ABDOMEN,
4	4211	ABNORMAL	240	ABDOMEN,
5				
6				
7				
8				
9				
10				

Editing Existing Pivot Tables

1. Select an **Existing pivot table**, place the cursor within the pivot table.
Note the current total of the pivot table to verify that the update worked.

2. Click the Pivot Table Wizard Icon .
3. Click Back.

This will display the **current data range** of the pivot table.

PivotTable Wizard - Step 2 of 4

Where is the data that you want to use?

Range:

4. Click the **New Data sheet** (Data Date 26 Aug 1999)
5. Edit the data range with the new row number (5), unless fields were added or deleted, the data range should be the same, except for the last row number.
6. Click **Finish**.

The pivot table is now updated, compare the previous total to verify the change. Update all other tables within the workbook in the same manner. When all existing pivot tables have been updated, delete the OLD data date sheet.

Sending and Receiving NSC Injury/Illness Data

Data Dump for NSC

The Naval Safety Center (NSC) requires that each activity report their injury/illness log information. This information is sent to NSC every six months.

The INJTRAK database automates this reporting process. (Your email program should be running in the background when you perform this function.) The **Data Dump for NSC** button creates a text data file (based on the start and end dates entered) and opens up an email message, with the data file attached, addressed to injtrak@safetycenter.navy.mil. Include a POC, phone number, Activity Name and UIC in the email when you send your data. The button also saves a copy of the text file to your hard drive.

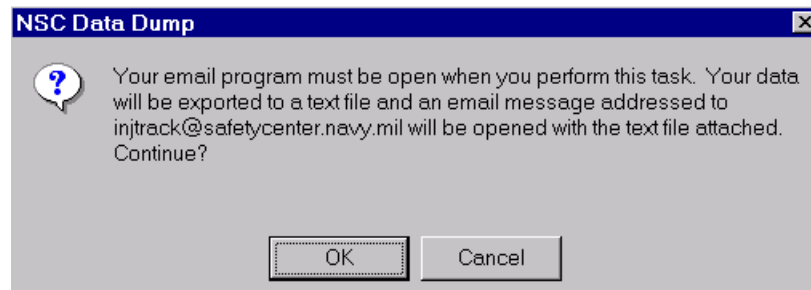
OPNAVINST 5100.23E requires that each shore activity report their injury/illness log information to NSC every six months. Reports are due 15 APR and 15 OCT that covers data from 1 OCT – 31 MAR and 1 OCT - 30 SEP.

Note: If you do not have access to email, you can copy the text data file to disk and mail it to: **Commander, Naval Safety Center, Attn: Occupational Safety, Code 41, 375 A Street, Norfolk, VA 23511.**

1. From the **INJTRAK Main Menu** click the **Data Dump for NSC** button.

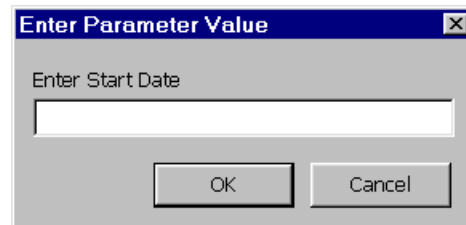
DATA DUMP FOR NSC

2. A message box will appear, click **OK**.

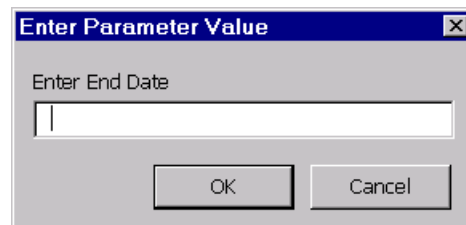


Important: Have your email program (i.e., Outlook) running in the background.

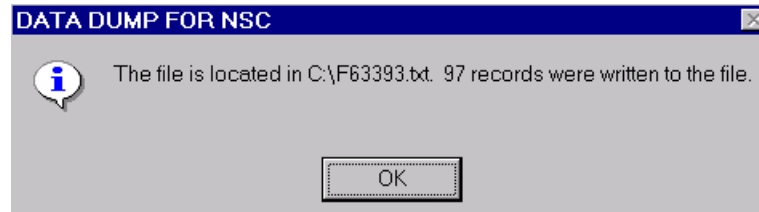
3. The Parameter Value **Start Date** and **End Date** windows appear.
4. Enter a **Start Date (mm/dd/yy)** and click **OK**.



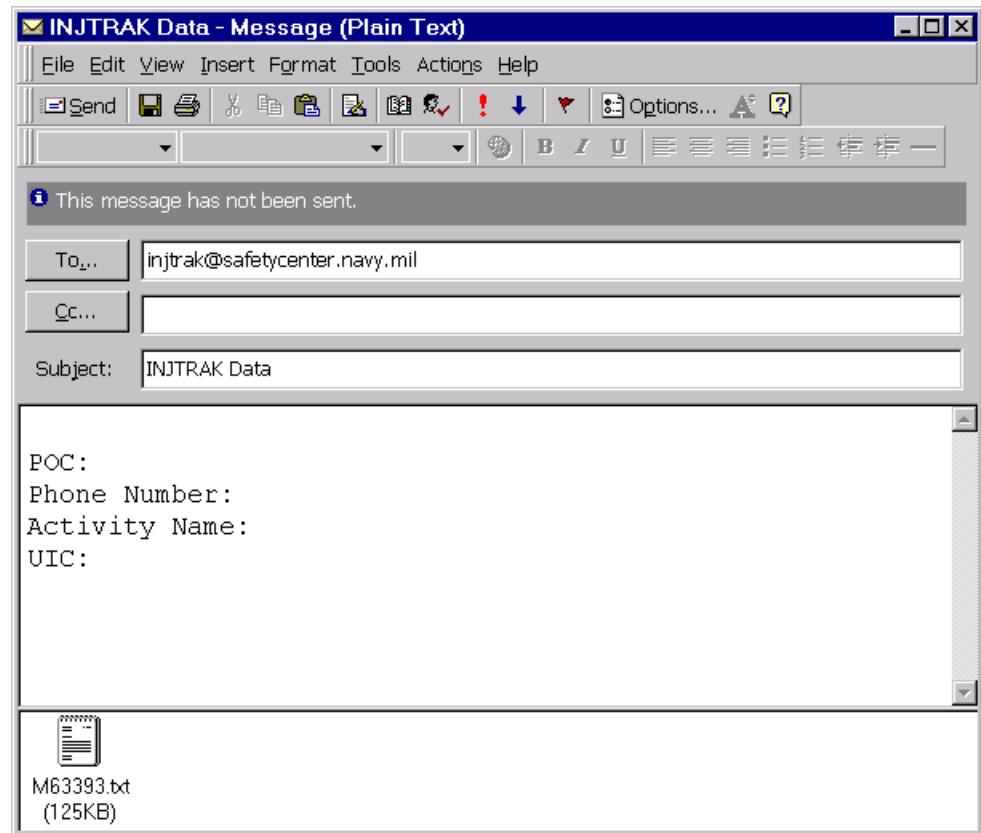
5. Enter an **End Date (mm/dd/yy)** and click **OK**.



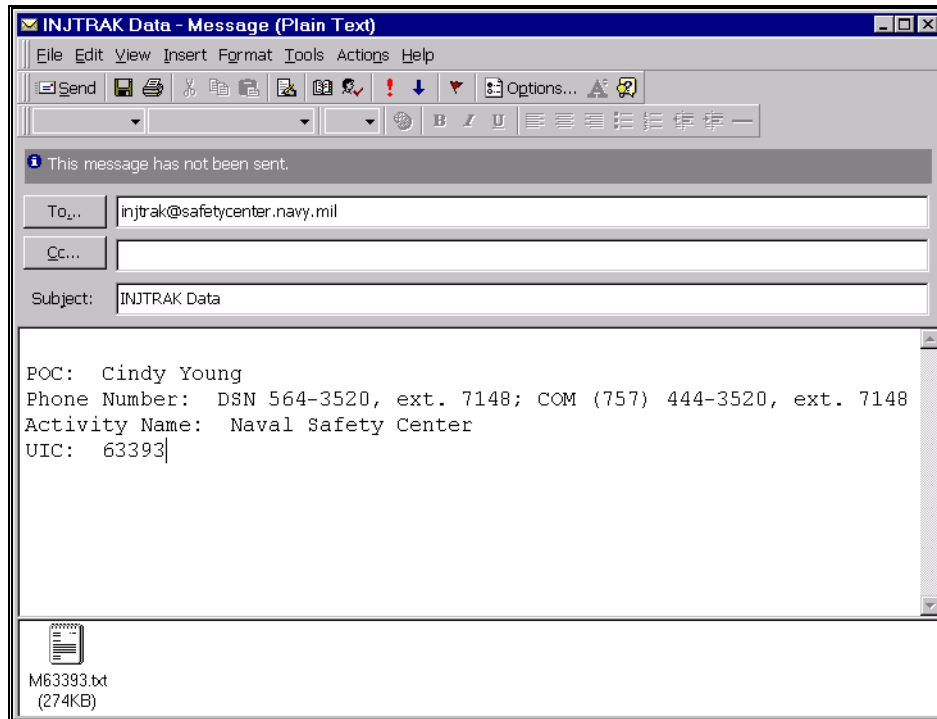
6. The **Data Dump for NSC** message box appears. The message contains the name of the file to which the data was written and the number records written to the file. Click **OK**.



7. An email message addressed to injtrak@safetycenter.navy.mil will open, click **Send**.



Note: Don't forget to type in a POC, phone number, Activity Name and UIC on the email when you send your data. An example is as follows:



Note: The following data fields from the Injury Data table are transferred to to the text file: [DATE LOGGED], CIV_MIL, EVENT, [CASE NUMBER], [Major Command Code], Activity_UIC_Code, [Activity Name], SEX, AGE, DOB, GRADE, [JOB TITLE], [INJURY DATE], [TIME OF INJURY], NSC_GEN_LOCATION, [LTA DAYS], [OSHA CODE], [BLS_INJURY TYPE], [BLS_ACCIDENT TYPE], BLS_SOURCE, [BLS_BODY PART], PCN, CHEMICALS_INVOLVED, CHEMICALS_COMMENT_MSDS, [CASE TYPE], [DATE OF DEATH], [CA-1 NARRATIVE], MISHAP_CLASS, [DATE REPORT SENT], [FORMAL TRAINING], [FORMAL TRAINING COURSE NO], SHOP, [PAY STATUS], SIR_BECAME_REPORTABLE, SIR_SUBMITTED, MSR, SIR, [CA FORM], PPE_YES_NO

Importing NSC Data

Imports text data files generated by the **Data Dump for NSC** button (see, **Sending and Receiving NSC Injury/Illness Data: Data Dump for NSC**).

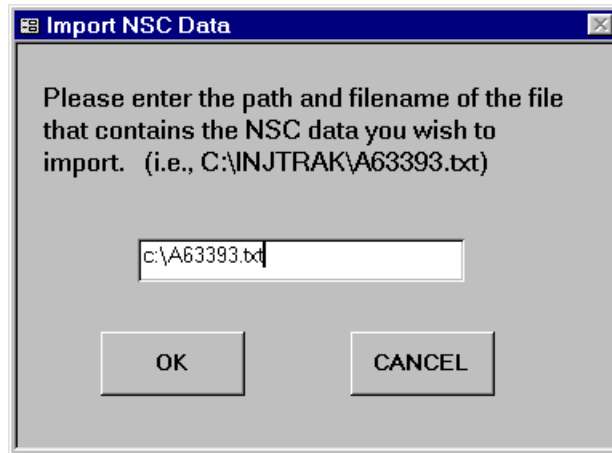
REGIONAL OFFICES – You may elect to use this function to store your subordinate activities' data in your central database for combined reports, analysis and data collection. Your activities can send a copy to you via email or disk, and by following the steps detailed below, the text file sent to NSC can be imported into your database.

Note: Duplicate data will be overwritten with most recent data. Be careful not to lose your data. Make sure Case Numbers are unique. Remember if you have more than one activity reporting for the same UIC, you should assign them an alpha character so the case number will be unique.

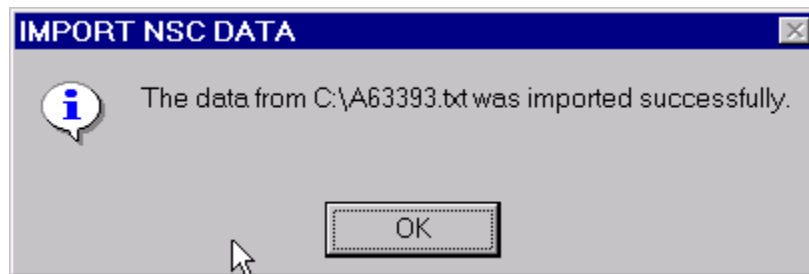
1. From the **INJTRAK Main Menu** click the **Import NSC Data** button.

IMPORT NSC DATA

2. The **Import NSC Data** window appears.



3. Enter the path and filename of the NSC data file, i.e., **C:\A63393.txt**. The data from the file will be loaded into the injury data table. Click **OK**.
4. The **Import NSC Data** window appears to verify that the data has been imported, click **OK**.



Maintaining the INJTRAK Database

Overview

You can backup/restore injury/illness data within the INJTRAK database (see, **Maintaining the INJTRAK Database: Backing Up Injury/Illness Data** and **Maintaining the INJTRAK Database: Restoring Injury/Illness Data**).

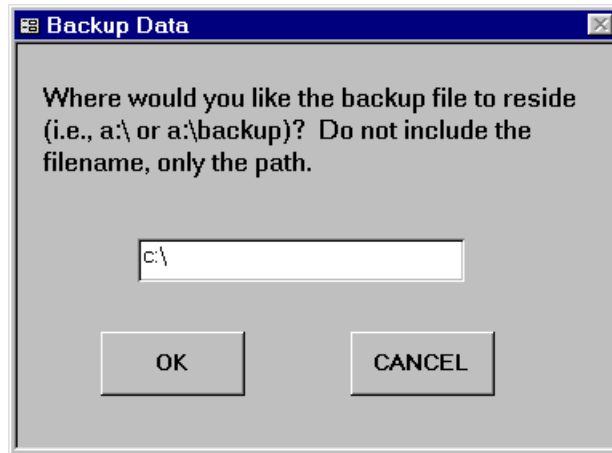
Note: The back/restore functions only backup/restore the data in the Injury Data table. It does not backup up any other data. These functions do not backup/restore the database as a single entity and are not intended to replace system backups.

Backing Up Injury/Illness Data

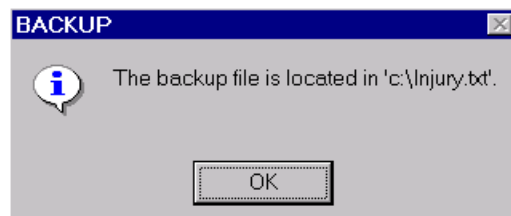
1. From the INJTRAK Main Menu click the **Backup Inj/Ill Data** button.



2. The **Backup Data** window appears.



3. Enter the path where you want the backup file to reside, i.e., **A:**. The file will be backed up to that directory. (**DO NOT INCLUDE A FILENAME.**) Click **OK**.
4. The **Backup** window appears stating where the file is located, click **OK**.

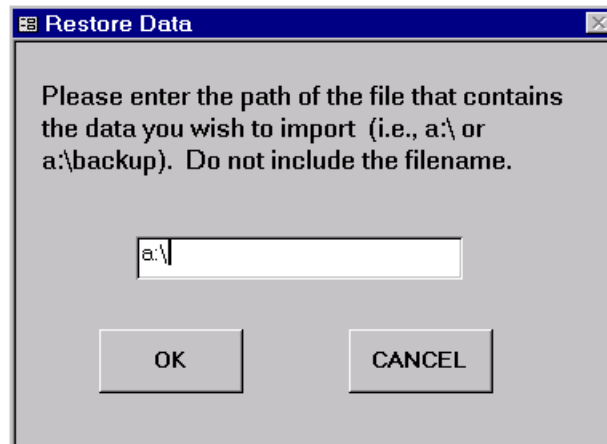


Restoring Injury/Illness Data

1. From the INJTRAK Main Menu click the **Restore Inj/Ill Data** button.

RESTORE INJ/ILL DATA

2. The **Restore Data** window appears.



3. Enter the path where the backup file is located, i.e., **A:**. (**DO NOT INCLUDE A FILENAME.**) The injury data table will be restored from the injury.txt file located in the directory you specified in the Restore Data window. Click **OK**.
4. The **Restore** window appears to verify that the data has been restored, click **OK**.



Obtaining Technical Support

Overview

If you require further assistance please contact Code 41 (Occupational Safety).

Telephone No.: DSN - 564-3520 extension 7148, 7149, or 7168

Commercial - (757) 444-3520 extension 7148, 7149, or 7168

Email Address: INJTRAK@SAFETYCENTER.NAVY.MIL

Mailing Address:

Commander

Naval Safety Center

Attn: Occupational Safety, Code 41

375 A Street

Norfolk, VA 23511.

Glossary of Terms

Add Record

Adds the current injury/illness record to the database.

Age

The age of the person at the time of the injury/illness. Automatically calculated based on the DOB and Date of Injury fields.

Annual Summary

The Report provides a count of civilian injuries/illnesses grouped by OSHA Codes. In order to run the report you must select the UIC or select All UICs, know the **Total Hours Worked by Personnel** and **Average Number of Personnel**. This report includes data for Civilian, Non-Appropriated Fund, and Foreign National personnel. Post this report by 15 NOV and keep it posted for a period of 30 days. This report serves as the Annual Summary required by OSHA. This report contains data for civilians only.

Backup INJ/ILL Data

The Backup Inj/Ill Data button allows you to backup injury/illness data to a text file on your hard drive or a disk.

Badge or ID Number

The injured person's badge number or employee identification number. (6 characters)

BLS Accident Type

The BLS code describes what happened (i.e., struck by flying object). A combo box pick list. **DO NOT MODIFY THE PICKLIST**

NOTE: If you know what happened, but an applicable code is not in the list, use the Not Elsewhere Classified "NEC" extension. If it is unknown what happened, use the "Unspecified" category. Refer to the Bureau of Labor Statistics Web Site (<http://www.bls.gov/oshsec3.htm/>) for further details on classifying an injury/illness.

BLS Body Part

The BLS code describing the injured body part (i.e., arm, leg, ear). A combo box pick list. **DO NOT MODIFY THE PICKLIST**

NOTE: If you know the specific body part, but an applicable code is not listed use the Not Elsewhere Classified "NEC" extension. If body part is unknown, use the "Unspecified" category. Refer to the Bureau of Labor Statistics Web Site (<http://www.bls.gov/oshsec3.htm/>) for further detail on classifying an injury/illness.

BLS Injury Type

The BLS code describing the injury type (i.e., sprain, laceration, contusion). A combo box pick list. **DO NOT MODIFY THE PICKLIST**

NOTE: If you know the specific injury type, but an applicable code is not listed, use the Not Elsewhere Classified “NEC” extension. If the injury type is unknown, use the “Unspecified” category. Refer to the Bureau of Labor Statistics Web Site (<http://www.bls.gov/oshsec3.htm>) for further detail on classifying an injury/illness.

BLS Source

The BLS code describing the object involved that contributed to injury (i.e., ladder, automobile, noise). A combo box pick list. **DO NOT MODIFY THE PICKLIST**

NOTE: If a specific source is not listed, use the Not Elsewhere Classified “NEC” extension. If the source is unknown use the “Unspecified” category. Refer to the Bureau of Labor Statistics Web Site (<http://www.bls.gov/oshsec3.htm>) for further detail on classifying an injury/illness.

Case Number

The unique identifier for each case entered into the database. The format for this field is Activity UIC + YYMM + 0000. Number consecutively throughout the year. The year (2 digit YY) and month (2 digit MM) shall reflect the year and month of the mishap. Begin Case numbering over with 0001 at the beginning of each fiscal year. (i.e., **0012399070017**) (up to 16 characters)

ALL ACTIVITIES MUST USE THIS FORMAT.

NOTE: When more than one activity reports under the same UIC, the regional office shall assign an alpha character to each activity under their cognizance. Place the character in front of the UIC for each EVENT and CASE NUMBER. For example:

Region X = 00123

Activity #1 is assigned "A", record as A00123

Activity #2 is assigned "B", record as B00123

Case Type

Indicates the status of the case: Lost time, No lost time, First aid, Death. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Civilian Log

The Log of Occupational Injuries and Illnesses involving Civilian personnel. Includes data for Civilian, NAF, and Foreign National personnel. The Log is sorted by UIC, shop/dept, date of injury, event number and then case number. **Log must be printed using Legal Size paper.**

Civilian/Military

Identifies the injured person's affiliation: Military, Civilian, NAF, Foreign National. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Claim Denied/Delete Record

Indicates that the claim was officially DENIED by the Office of Workers' Compensation Programs (OWCP) or record is to be deleted from the Log. Do NOT put anything in this field unless the claim has been denied or record is to be deleted. Place an “X” if claim is denied or record is to be deleted.

Close Date

The date that the investigation is complete (this includes informal investigations) and corrective action was verified. (mm/dd/yy)

CO Review Cases

A report of those cases that have met the criteria for CO Review. The CO review cases are cases that require submission of a Safety Center Report (this includes mishaps where a Weight Handling Equipment (WHE) report was sent to the Navy Crane Center).

CO Review Cases Data Dump to Excel

CO Review Case Data Dump consists of data for cases that resulted in submission of a Naval Safety Center Report . This data is exported to an Excel spreadsheet (filename: C:\DD_5MORE.xls) and is automatically opened by Microsoft Excel.

Corrective Action Recommended

The interim preventive action description (as a minimum) and permanent corrective action. (255 characters)

Corrective Action Verified

A brief narrative of the corrective action that was verified. (255 characters)

Data Dump for NSC

The report that exports data to a text file and attaches the file to your email addressed to (INJTRAK@safetycenter.navy.mil). (Your email program should be running when you perform this dump). Include a POC, phone number, Activity Name and UIC on the email when you send your data.

NOTE: OPNAVINST 5100.23E requires that each activity report their injury/illness log information to NSC every six months. Reports are due 15 APR and 15 OCT that covers data from 1 OCT – 31 MAR and 1 OCT - 30 SEP.

Data Dump to Excel

Injury/illness data is exported to an Excel spreadsheet (filename: C:\DataDump.xls) and is automatically opened by Microsoft Excel. The file can be used to create pivot tables. This functionality allows activities to pull specific data for further analysis.

Date Logged

The date the injury/illness was initially entered into INJTRAK. When entering a new record, this field is automatically populated with the system date and cannot be overridden/modified.

Date of Death, If Applicable

The date of death which resulted from an occupational incident. (mm/dd/yy)

Date of Injury

The date of the injury or onset of the illness. (mm/dd/yy).

Date Submitted

The date the report was submitted to the Naval Safety Center. (mm/dd/yy)

Day of Week

The day the mishap occurred. Automatically calculated based on the Date of Injury field and cannot be modified.

Dept/Shop

The alpha or numeric designator for your organization structure. A combo box pick list. Can be modified by users. (See Edit Pull Down Lists) (15 characters)

DOB

The birth date of the injured person. (mm/dd/yy)

Duty Status

The person's duty status at the time of the injury or onset of the illness: On Duty, Off Duty, TDY, or Unknown. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

ECH 2 Command Code

The Echelon 2 Command Code is automatically populated based on the UIC entered. Identifies the Echelon 2 Command Code for the injured person. If the field does not populate automatically, please contact the Naval Safety Center. **DO NOT MODIFY THE PICKLIST**

Edit Pull Down Lists

The form that enables you to edit specific lists. Any list not appearing on these screens should not be edited without the consent of the Naval Safety Center.

Enter New Records

Add new injury/illness records to the database.

Equipment

Was equipment involved: Yes, No, Unknown. A combo box pick list.

Event Number

The format for this field is Activity UIC-0000. Number consecutively throughout the fiscal year. An event involving multiple persons shall be assigned the same event number. Begin Event numbering over with 0001 at the beginning of each fiscal year. (i.e., **A00123-0017**). (up to 14 characters)

ALL ACTIVITIES MUST USE THIS FORMAT.

NOTE: When more than one activity reports under the same UIC, the regional office shall assign an alpha character to each activity under their cognizance. Place the character in front of the UIC for each EVENT and CASE NUMBER. For example:

Region X = 00123

Activity #1 is assigned "A", record as A00123

Activity #2 is assigned "B", record as B00123

First Name

The injured person's first name. (15 characters)

Follow Up Date

The date determined by the investigating safety professional, but not more than 30 days. (mm/dd/yy).

Gen Location

The general location that corresponds to the incident. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Grade/Rank

The injured person's military rank or civilian grade. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

GS

Official list of General Schedule job titles. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

If Yes, Date Mishap Became Reportable

Date injury/illness became reportable to the Naval Safety Center. Refer to 5100.23(series) or 5102.1(series) for reporting requirements. (mm/dd/yy)

If Yes, Formal Training Course # (CIN)

The Course Identification Number. This field should be completed only if the injury/illness occurred during formal training.

If Yes, MSDS Number

The Material Safety Data Sheet number. This field should be completed only if the injury/illness involved chemicals. (6 characters)

Import Data from INJ97.MDB

Imports injury/illness records, Dept/Shop, Investigator, Location, Project ID, and Source Document pick lists from the previous version of INJTRAK (INJ97). Before using the new version of the INJTRAK database, all records from the old version should be copied into the new version.

Import NSC Data

Imports text files generated by the Data Dump for NSC button. Only the data fields sent to the Safety Center will be imported when using this button. Regions may want to use this function for gathering data from subordinate activities, by importing the data into their database. Once data is gathered in same database, Regions may produce combined reports, perform analyses, etc.

NOTE: Duplicate data will be overwritten with most recent data. Be careful not to lose your data. Make sure Case Numbers are unique. Remember if you have more than one activity reporting for the same UIC assign them an Alpha Character so that the case number remains unique.

Initial Medical Treatment on-site

Did initial medical treatment occur on station/site: Yes, No. A combo box pick list.

Injury FY Qtr

Quarter of the fiscal year: 1, 2, 3, 4. A combo box pick list. This field is automatically populated based on the Date of Injury field and cannot be modified. The combo box pick list allows the user to understand the basis for the calculation.

Injury Month

The month in which the person was injured. This field is automatically populated based on the Date of Injury field and cannot be modified.

Investigator Number

The name and number assigned locally to the investigator of the mishap. A combo box pick list. Can be modified by users. (See Edit Pull Down List) (2 characters)

Job Order

The Project/Job Order Number assigned locally. (15 characters)

Job Title

The official job title of the injured person. Four combo box pick lists: GS, WG, NAF, MIL. Use the applicable pick list. **DO NOT MODIFY THE PICKLIST**

NOTE: If Foreign National is selected in the CIV/MIL field you may type in a job title. There is no pick list for Foreign National job titles, but you may elect to use the GS job title list.

Last Name

The injured person's last name. (25 characters)

Light Duty

The injured person was placed on light duty: Yes, No, Unknown. A combo box pick list.

Location

The actual location of the incident (site specific). A combo box pick list. Can be modified by users. (i.e., Ship, Supply Warehouse). (See Edit Pull Down List) (50 characters)

Location Details

Additional information or specific details about the location (site specific). (i.e. Flight Deck of USS America, Tool Room in Bldg. 143) (50 characters)

Long Form

The **Long Form** allows for detailed input of Injury/Illness Data and includes a section for **Mishap Investigation Data**. The **Long Form** incorporates the same fields found on the **Short Form** along with additional fields that allow each individual activity the ability to gather additional data. All fields denoted in Yellow meet Logging requirements IAW 5100.23E, chapter 14, paragraph 1409, all others are optional.

Lost Time Remarks

The subsequent lost workday dates and partial days off are noted here. (200 characters)

Lost Work Days

Indicates the number of full shifts missed from work due to the injury/illness. (2 characters)

LT Return to Work

The Lost Time Return to Work date. The first workday the injured person returned to work after the injury/illness. (mm/dd/yy)

LT Start Date

The first lost workday (full shift), after the date of injury. (mm/dd/yy)

MI

The injured person's middle initial. Leave Blank if injured person has no middle name or middle initial is not known. (1 character)

MIL

Official list of Navy job titles. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Military Off-Duty Log

The log of injuries and illnesses involving Military Off-Duty personnel. It is not mandatory that you use INJTRAK to record off duty mishaps, however if you choose to record off duty mishaps in this format a Log is provided and the data fulfills all requirements for the off duty Log as outlined in OPNAVINST 5102.1(series). The Log is sorted by UIC, shop/dept, date of injury, event number, then case number.
Log must be printed using Legal Size Paper

NOTE: You are still required to submit off duty and motor vehicle reports to the Naval Safety Center IAW OPNAVINST 5102.1(series).

Military On-Duty Log

The log of occupational injuries and illnesses involving Military On-Duty personnel. The log is sorted by UIC, shop/dept, date of injury, event number then case number.
Log must be printed using Legal Size Paper.

Mishap Analysis

The investigator's analysis of the mishap. (memo field)

Mishap Class

The appropriate class. Indicates the degree of the case by DOD standards: A, B, C, and D. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Mishap Phase

The mishap is described in detail, including specific tasks and conditions. (memo field)

Mishap Scene

The mishap scene including location and environmental conditions is described in detail. (255 characters)

MSR Number

The number assigned to the SIR or local mishap report. (7 characters)

NAF

Official list of Non-Appropriated Fund job titles. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Narrative

Brief description of factors surrounding the mishap. (memo field)

Nature of Injury

Detailed description of the injury/illness. (i.e., broke left arm) (125 characters)

Next Record

Displays the next sequential record in the database.

NSC Report Required

The reporting threshold stated in **OPNAVINST 5100.23E** or **OPNAVINST 5102.1C** has been met: Yes, No. A combo box pick list.

Occurred During Formal Training

The injury occurred during a formal training course: Yes, No, Unknown. If yes, enter the Course Identification Number (CIN) in the next data field. A combo box pick list.

Off-site Medical Treatment Authorized

Was Off-Site/Station medical treatment authorized: Yes, No, Unknown. A combo box pick list.

OSHA Code

The appropriate OSHA classification code. (i.e. 10-Occupational Injuries). A combo box pick list. **DO NOT MODIFY THE PICKLIST**

PCN (Process Control Number)

The job/activity the injured person was engaged in at the time of injury. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Post Mishap Phase

The description of what occurred after the mishap, including specific actions and conditions. (255 characters)

PPE Remarks

The descriptive remarks about the PPE the injured person wore or should have worn at the time of the mishap. (100 characters)

PPE Worn

Personal Protective Equipment worn: Yes, No, Unknown. A combo box pick list.

Pre-Mishap

The description of the contributing factors leading to the mishap. (255 characters)

Previous Record

Displays the previous sequential record in the database.

Print Injury Record

Prints the injury/illness data for the record currently being displayed. (**Long Form** only)

Print Invest Record

Prints the mishap investigation data for the record currently being displayed. (**Long Form** only)

Print Record

Prints the injury/illness record currently being displayed. (Short Form only)

Project ID

The Project ID is entered locally by command. This would represent the ship/business area the injured person was working at when injured. A combo box pick list. Can be modified by users. (See Edit Pull Down List) (3 characters)

Quit

Exits INJTRAK database.

Reference Number

The unique number assigned to a mishap investigation locally. (15 characters)

Restore INJ/ILL Data

Restores the injury/illness text file that was backed up on a disk or file.

Return to Main Menu

Returns the user to the INJTRAK Main Menu.

Save Record

Saves the current record being displayed.

Search for Specific Records

Searches for a record by last name, SSN, Event Number Or Case Number. Select the form you wish to view and your search criteria. If records are found that match search criteria the form will open with the populated information and you may scroll through to next record or previous record if more than one record exists.

NOTE: If you choose to use the Short Form and search by SSN, the record will be displayed, but you cannot verify the SSN because the SSN field is not on the Short Form.

Set Default Values

This allows users to set a default value for the **Unit Identification Code (UIC)** and a default value for the **Event Number and Case Number** prefixes. This feature is only beneficial for activities entering data for one UIC.

Sex

The gender of the injured person: M, F. A combo box pick list.

Shift

The shift the person was working when injured: 1, 2, 3. A combo box pick list.

Short Form

The **Short Form** allows for the input of the bare minimum required to complete the Log. The Short Form fulfills the logging requirements outlined in OPNAVINST 5100.23(series), Chapter 14. Mishap investigation data cannot be input using this form.

Source Doc

The documentation used to report the injury/illness. The data sources may be any, or a combination of the following (may vary by command): Can be modified by users. (See Edit Pull Down Lists) (10 characters)

CA-1 form - Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

CA-2 form - Employee's Notice of Occupational Disease and Claim for Compensation.

CA-6 form - Notice of Occupational Fatality.

LS-202 form - Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation for Non-Appropriated Funds Personnel.

Supervisor's Report - Supervisor's report of the injury/illness. This is your local report.

SSN

The injured person's social security number (SSN).

Supervisor Badge or ID Number

The badge/ID number of the injured person's first line supervisor at the time the injury occurred. (6 characters)

Supervisor First Name

The first name of the injured person's first line supervisor at the time the injury occurred. (15 characters)

Supervisor Last Name

The last name of the injured person's first line supervisor at the time the injury occurred. (20 characters)

SUPV RPT

Supervisor report completed: Yes, No, Unknown. A combo box pick list.

Time (Injury)

The time of day that the injury occurred, in military time (0800). If illness, leave blank.

UIC

The Unit Identification Code of the injured person. If The Echelon 2 COC Code doesn't populate your UIC is probably not in the UIC table. Contact the Naval Safety Center so that the table can be updated. (7 characters)

Undo Changes

The action taken to clear any changes made to a record prior to that record being saved.

View Open Investigations

The INJTRAK database incorporates the ability to verify if a case is still under investigation and therefore still open. All records will appear on this form until a close date has been entered.

View/Modify Records

The INJTRAK database incorporates the ability to **View/Modify** existing injury/illness record(s).

Were Chemicals Involved

Chemicals involved in the injury/illness: Yes, No, Unknown. A combo box pick list.

WG

Official list of Wage Grade job titles. A combo box pick list. **DO NOT MODIFY THE PICKLIST**

Zone Manager Badge Number

Badge number of the individual Zone Manager. (6 characters)

Zone Manager First Name

The first name of the injured person's zone manager at the time the injury occurred. (15 characters)

Zone Manager Last Name

The last name of the injured person's zone manager at the time the injury occurred. (20 characters)